

Maryland Nurses Association District 5 By-Laws

ARTICLE I - Name

The name of this Association shall be District 5 Maryland Nurses' Association, Incorporated, hereinafter referred to as the District Nurses Association (DNA) of the Maryland Nurses Association (MNA).

ARTICLE II - Purpose and Functions

Section 1. The purposes of the DNA are to:

- a. organize and operate a constituent association of the MNA,
- b. foster high standards of nursing practice,
- c. promote the professional and educational advancement of nurses
- d. advocate for the welfare of nurses
- e. work for the improvement of health standards and availability of health care services for all people.

Section 2. The functions of this DNA shall be to:

- a. serve as the official voice of Montgomery and Prince Georges County nurses,
- b. adhere to all official standards of nursing practice, code of ethics, nursing education, nursing research, and nursing services as promulgated by the MNA and the American Nurses' Association, (ANA),
- c. participate in, and support the legislative program of the MNA and the ANA, and support local legislation that furthers the purpose of this DNA,
- d. actively promote membership of all professional registered nurses,
- e. provide and encourage opportunities for continuing education
- f. provide informational services to nurses and consumers,
- g. actively participate, provide input, and share professional expertise in health care planning systems and delivery systems in Montgomery and Prince Georges Counties, and
- h. publicly recognize Montgomery and Prince Georges County nurses for their contributions to health care and the nursing profession.

ARTICLE III - Membership and Dues

Section 1.

- a. Every member of District 5 is a member of the MNA and the ANA. Representation in the International Council of Nurses is through the ANA.
- b. Membership shall be unrestricted by consideration of nationality, race, creed, life style, color, sex, religion, age, or handicap.

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Section 2. Qualifications:

A person is qualified for membership if he or she:

- a. has been granted a license to practice as a registered nurse in at least one United States state, territory, possession, or the District of Columbia and does not have a license under suspension or revocation in any state, or
- b. has completed a nursing education program qualifying the individual to take the state recognized examination for registered nurse licensure as a first-time writer, and
- c. his or her membership has not been revoked for violation of the ANA Code for Nurses, the ANA bylaws, the MNA bylaws, or the DNA bylaws.

Section 3. Attaining Membership.

A person qualified for membership in the DNA may join the DNA by completing the membership application form and paying the applicable fees. The membership form may be found on the ANA website or the MNA website.

Section 4. Transfer

- a. A member in good standing who moves out of this state may apply for transfer of membership to another State Nurses Association (SNA).
- b. A member in good standing in another SNA may transfer to this DNA without further payment of dues for the remainder of the membership year.
- c. A member may transfer from one DNA to another within the state without further payment of dues for the remainder of the membership year.

Section 5. Life Membership

- a. Life membership may be conferred upon a member of this DNA who has made a notable contribution to the nursing profession, and who is currently a member of this DNA.
- b. The nurse shall be nominated by the Board of Directors and elected by a vote of 99% of the membership present and voting at any annual meeting of this DNA.
- c. Life membership shall not be conferred on more than one (1) individual at any annual meeting.
- d. Life membership shall have all the rights, privileges, and obligations of this DNA except for the payment of dues.

Section 6. Rights of Membership.

Each member of the DNA shall be entitled to:

- a. membership card in MNA, a constituent of ANA,
- b. receive The American Nurse, and The Maryland Nurse,
- c. attend meetings of DNA, and MNA, the ANA House of Delegates, the ANA Convention and participate in other unrestricted ANA, MNA, and DNA activities,
- d. submit proposals for consideration by DNA and MNA,
- e. submit names of nominees for ANA, MNA, and DNA elective and appointive positions in accordance with the provisions of these bylaws,
- f. be a candidate for ANA, MNA and DNA elective and appointive positions,
- g. participate in all elections of DNA and MNA including the election of MNA delegates to the ANA House of Delegates in accordance with the provisions of these bylaws,

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- h. affiliate with MNA professional chapters, MNA special interest groups and ANA councils in accordance with the bylaws of ANA and MNA,
- i. a fair hearing before any disciplinary action is taken and the right to appeal.
- j. other rights as provided under the parliamentary authority and statutory law, and
- k. attend the meetings of the International Council of Nurses.

Section 7. Obligations of Membership.

Members shall be obligated to:

- a. Abide by the bylaws of ANA, MNA, and DNA,
- b. Abide by the ANA Code of Ethics for Nurses,
- c. The timely payment of dues as prescribed in these bylaws.

Section 8. Dues

- a. Dues for ANA, MNA, and DNA shall be paid to ANA.
- b. Dues for this DNA shall be for a membership year of twelve (12) consecutive months and shall be established by a majority vote of the membership present and voting at a general or special meeting of the DNA. Prior notice of at least thirty (30) days shall be required for a dues increase.
- c. Members who qualify for one of the following categories may elect to pay fifty (50) percent of the annual dues:
 - (1) Nurses who are not employed
 - (2) Nurses in full time study
 - (3) Graduates of basic nursing programs for a first year of membership within 6 months of graduation
 - (4) Nurses sixty-two (62) years of age or older who are not earning more than the Social Security System allows without loss of Social Security payments.
- d. Members sixty-two (62) years of age or older who are not employed may elect to pay twenty-five (25) percent of the annual dues.
- e. No monies shall be refunded or additional monies collected when a change of dues category is made within a membership year.

ARTICLE IV _ Officers and Board

Section 1. There shall be five officers: president, vice-president, recording secretary, treasurer, and the DNA Representative to the MNA Board of Directors. The officers of this DNA, the four elected board members, DNA representative to the ANA house of delegates (HOD), and the Chairperson of the Committee on Nominations shall compose the Board of Directors of this DNA.

Section 2. Terms of Office

- a. All officers shall serve for a term of two (2) years, or until their successors are elected and shall not be eligible to serve more than two (2) consecutive terms in the same office.
- b. An officer who has served more than half a term shall be considered to have served a full term.

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- c. The vice-president, recording secretary, DNA representative to the ANA house of delegates (HOD), two board members, and two members of the nominating committee shall be elected in the odd years. The president, treasurer, DNA representative to the MNA Board of Directors, two board members Chair of the nominating committee and one member of the nominating committee shall be elected in the even years.
- d. Newly elected officials shall assume their duties at the end of this DNA annual general meeting.
- e. The ANA HOD shall be elected according to a schedule stipulated by MNA policy to conform to available slots set by current membership levels in the ANA.
- f. The Committee on Nominations shall be composed of an elected chairperson and three elected members.

Section 3. Vacancies

- a. In the event of a vacancy occurring in the office of president, the vice-president shall succeed to the vacant office.
- b. All other vacancies shall be filled by Board appointment.

Section 4. Duties of Officers and Board Members

Officers shall perform duties as specified in these bylaws, as prescribed in the parliamentary authority, and as designated by the Board. All outgoing officers shall deliver to the newly elected officers all accounts, record books, paper, and other property belonging to this DNA within two weeks following expiration of term of office.

- a. President
 - 1. serve as chairperson of the Board,
 - 2. set the agenda and preside at all meetings of the DNA,
 - 3. appoint or abolish any committees including standing or ad hoc committees
 - 4. in the absence of the treasurer, be authorized to sign checks.
 - 5. act as a representative of this DNA in dealing with other organizations
 - 6. be accountable to the members of this DNA for the activities and reporting of the DNA.
- b. Vice-president
 - 1. in the absence of the President, perform all duties of the President and have all the powers of the President
 - 2. assist the President and promote the productivity of all standing DNA committees.
- c. Recording Secretary
 - 1. record the minutes and distribute to the board
 - 2. maintain the records of this DNA,
 - 3. Assure that all necessary notices are sent to the membership according to appropriate timelines.
- d. Treasurer
 - 1. Supervise the receipt and safekeeping of all funds
 - 2. Have co-signature responsibility with the President for signing checks and warrants for the withdrawal of funds.
 - 3. Prepare the annual budget for this DNA.
 - 4. Provide quarterly financial reports for the board

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5. Serve as chair of the auditing committee
- e. Each board member shall exercise the corporate responsibility and fiduciary duties of the DNA consistent with applicable provisions of the law.
- f. The delegate to the ANA HOD shall attend all regular and special meetings of the MNA Convention delegation and serve as a liaison between MNA members and the ANA.
- g. The DNA Representative to the MNA Board shall occupy a Director's position on the MNA Board; attend meetings of that Board, and meetings of the DNA Board. The position is a voting member of each board.

Section 5. Meetings of the Board

- a. Board meetings shall be held in person or using an electronic mailing list, telephone conference call or on an electronic forum monthly, at a time and place determined each year by the current board members. All Directors must have access to the electronic forum that is the site of the continuous meeting of the Directors, and maintain a regular presence there.
- b. No more than 4 meetings per year may be canceled. Special meetings may be called by the president, or upon written request of three or more members of the Board.
- c. The agenda of Board meetings shall be prepared by the President and distributed to the Board members at least one week prior to the meeting.
- d. The chairperson or designee of each standing committee shall attend the board meetings.
- e. Members of this DNA may attend the board meetings and may request access to the conference call or electronic forum.
- f. Any elected official who has an unexcused absence for 4 consecutive board meetings will be considered resigned. The Board has the authority to remove the absent member and proceed to appoint a successor for the unexpired term.
- g. A majority of the Board (one of whom shall be the president or a vice-president) shall constitute a quorum at any meeting of the Board. In the event of a lack of quorum for the Board, the action taken by the Board members present at a regular meeting may be ratified by mail or phone by a majority vote of the Board.
- h. Officers of the Maryland Association of Student Nurses, hereinafter referred to as MASN, as well as guests of the Board, may attend meetings of this DNA Board.

ARTICLE V - Nominations and Elections

Section 1. Nominations

- a. The Nominating Committee shall consist of a Chairperson and three members. The chair and one member shall be elected in even years and two members shall be elected in odd years.
- b. The candidate receiving the most votes in the even year election shall be designated as Chairperson of the Nominating Committee.

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- c. The Committee on Nominations shall prepare a slate for the DNA consisting of at least one (1) candidate for each elected position. See Article IV, Section 2 for positions and terms of office.
- d. All nominees shall have consented to serve if elected and shall have completed and signed a biographical form.
- e. The Committee on Nominations shall submit the slate with the completed and signed biographical forms to the Board at least two months prior to the annual meeting.

Section 2. Elections

- a. The Nominating Committee shall prepare and submit to each voting member a ballot by mail or alternative means (i.e., electronic) with at least one nominee for each elected office.
- b. Unless stated otherwise in these bylaws, all rules and procedures for the conduct of nominations and elections shall be recommended by the Nominating Committee and approved by the Board of Directors.
- c. The candidate receiving the highest number of votes for each elected office shall be declared to be elected. The Committee on Nominations reports the results to the president.
- d. The President shall inform, by telephone, followed by a letter, all nominees of the election results before the annual meeting.
- e.. The results of the election shall be reported at the annual meeting.

ARTICLE VI _ Meetings and Quorum

Section 1. Meetings

- a. The annual general meeting of this DNA shall be held during the month of October, time, and place to be determined by the Board. Each member shall be notified at least 30 days in advance.
- b. The purpose of the annual meeting shall be to receive election results and reports of officers and committees, and to conduct any business that may arise.
- c. Special meetings of this DNA may be called by the president or shall be called upon written request of ten percent of the members or 3 board members. The members of this DNA shall be notified prior to the special meeting.
- d. Members of the MNA may attend meetings of this DNA. The members have no vote, but may have the privilege of the floor with the consent of this DNA.

Section 2. Members attending the annual meeting, including at least two officers, shall constitute a quorum at general membership meetings of this DNA.

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ARTICLE VII - Committees

Section 1. Composition and function:

- a. Standing Committees:
 - Bylaws — to interpret and revise bylaws
 - Finance — to assist with the development of the budget conduct an annual audit and plan and implement fund raising activities
 - Nominations — to develop a slate of candidates for office and conduct the annual election
- b. Ad Hoc Committees (appointed as needed by the President)
 - Program — to plan and arrange educational programs
 - Awards — to plan and carry out a system of awards for members of the DNA
 - Scholarship — to search for worthy candidates for a scholarship award and recommend the candidate and amount to the Board of Directors.
- c. Each committee shall fulfill the functions as listed in the document: Duties and Responsibilities of Committees. This document may be revised by the bylaws committee and adopted by the board annually.
- d. The chairperson of each standing committee shall be appointed annually by the Board at the first board meeting after the annual meeting

Section 2. Each committee chairperson shall:

- a. Notify the vice-president of the list of committee members as soon as the committee is organized,
- b. Develop written guidelines, including purpose and goals, and the chairperson shall submit these to the Board for approval,
- c. Communicate monthly with the Board concerning their planning, actions, and accomplishments,
- d. Report to the general membership when requested to do so,
- e. Present a tentative budget to the treasurer in November
- f. Submit an annual report of committee activities to the vice-president by the end of September,
- g. Maintain committee files of meeting minutes, goals and objectives, and reports on all committee activities,
- h. Deliver all records to newly appointed chairpersons upon expiration of chairmanship, and
- i. Submit a written resignation to the vice-president if unable to complete the term of office.

Section 3. Meetings

- a. Committee meetings shall be held as designated by the Chair of the committee.

Section 4. Special Committees

- a. A special committee may be established by the Board to investigate and report regarding a particular area of nursing practice or consumer health.
- b. Approval of a special committee must be by two-thirds vote of the Board.

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- c. Dissolution of the special committee may be made by the Board upon receipt of the special committee report.

ARTICLE VIII — Fiscal Year

The fiscal year of this DNA shall be January 1 through December 31.

ARTICLE IX — Official Publication

The official communication mechanism of the DNA shall be the website <http://www.md5nurse.com>. The website shall have a public area, member only area and Board Member only area. Passwords shall be assigned by the DNA webmaster for access to the Member and Board Member areas.

ARTICLE X — Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern meetings of the DNA in all cases where applicable and consistent with these Bylaws

ARTICLE XI — Amendments

Section 1. These bylaws may be amended electronically through the voting process or at any annual or general membership meeting by a two-thirds vote of the members present and voting, provided the proposed amendments have been posted on the DNA website at least 30 days prior to the voting.

Section 2. These bylaws may be amended, without previous notice, by 99% members present and voting at any annual meeting.