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# **Association Bylaws**

as amended October 20, 2015

# ARTICLE I: TITLE, PURPOSES, AND FUNCTIONS

## Section 1. Name

The name of this association shall be the New Hampshire Nurses' Association, hereinafter referred to as NHNA, a constituent member State Nurses Association (C/SNA) of the American Nurses Association, hereinafter referred to as ANA.

## Section 2. Purposes

A. The purposes of NHNA shall be to:

1. Foster high standards of nursing practice in collaboration with other healthcare professionals.
2. Advocate for safe working environments.
3. Promote the professional and educational advancement of nurses.
4. Promote the improvement of health standards and healthcare services for the people of New Hampshire.

B. These purposes shall be unrestricted in accordance with ANA Bylaws.

## Section 3. Functions

The functions of NHNA shall be to:

- A. Promote standards of nursing practice, nursing education, and nursing services as defined by ANA.
- B. Provide for the continuing professional development of nurses.
- C. Foster adherence to the ANA Code of Ethics by nurses.
- D. Serve as a resource for economic and general welfare issues.
- E. Represent the interest of nurses to allied professionals, community and governmental groups.
- F. Promote healthcare legislation and speak for nurses in regard to legislative action.
- G. Provide representation from NHNA to ANA.
- H. Collaborate with the Student Nurses' Association of New Hampshire, hereinafter referred to as SNANH.
- I. Maintain an active role as consumer advocate in health practices and the delivery of healthcare.
- J. Disseminate research findings and promote evidence-based practice.
- K. Identify documents and other materials that relate to the historical and cultural development of nursing in New Hampshire for repository in state archives.

## ARTICLE II: ANA RELATIONSHIP

### Section 1. Membership:

NHNA is a constituent member State Nurses Association (C/SNA) of ANA and, in accordance with dues policies adopted by member representatives to the ANA and the written agreement between NHNA and ANA, remits a reciprocal payment to ANA on behalf of NHNA members. NHNA shall remain affiliated with ANA until such time as 2/3 of the entire NHNA/ANA membership votes to disaffiliate from the ANA. "NHNA/ANA membership," for these purposes, is defined as individual members of NHNA who are also members of ANA and have ANA rights and privileges of 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:

Membership Assembly:

The NHNA is entitled to representation at regular and special meetings of the ANA Membership Assembly in accordance with ANA Bylaws and policy.

## ARTICLE III: MEMBERSHIP

### Section 1. Composition

Members of NHNA shall be those persons accepted as members in accordance with qualifications and other requirements described in the NHNA Bylaws. Membership shall be unrestricted in accordance with ANA Bylaws.

For such period(s) of time that NHNA and ANA have an agreement permitting NHNA-only membership, NHNA will have two categories of membership: NHNA-only members and NHNA members who are also ANA members (referred to as NHNA/ANA members).

### Section 2. Qualifications

An individual is qualified to be a member if she/he has been granted a license to practice as a registered nurse in at least one state or territory of the United States and does not have a license under suspension or revocation in any state or territory, or is otherwise entitled by law to practice.

### Section 3. Dues

- A. Dues for NHNA shall be recommended by the Board of Directors and voted on by the general membership. A vote of 2/3 of the members present and voting at the annual membership business meeting or at a specially convened membership meeting shall be required to change the amount of NHNA dues. Any proposal to change the NHNA dues shall be sent to the membership with the official notice of the meeting.
- B. The membership year shall be a period of twelve consecutive months from the time of application or renewal of membership. Dues are considered to be delinquent if not paid within thirty days of their due date.
- C. Total dues paid by NHNA/ANA members shall include NHNA dues as determined by the

membership under Article 3, Section 3 (A) plus the current rate of dues for the ANA as determined by the ANA Membership Assembly. The annual dues for a NHNA/ANA member shall be set forth by the Board of Directors and shall include the rate of dues paid by the NHNA to the ANA. In the event that the rate of dues payable to the ANA by the NHNA is increased, any such change shall be automatically added to the annual dues owed by an NHNA/ANA member to NHNA.

#### **Section 4. Transfer**

- A. NHNA does not refund dues already paid by a member of NHNA/ANA who transfers to another ANA Constituent/State Nurses Association, hereinafter referred to as C/SNA.
- B. A member of another C/SNA/ANA who has paid full dues may transfer to NHNA/ANA without further payment or refund of dues for the remainder of the membership year.

#### **Section 5. Membership Rights**

An NHNA-only member shall have the right to:

- A. Receive an NHNA membership card and New Hampshire Nursing News.
- B. Be a candidate for NHNA elective or appointive office/positions in accordance with qualifications set forth in the NHNA Bylaws.
- C. Participate in the election of candidates for elective office to NHNA.
- D. Attend NHNA meetings, and other unrestricted activities.
- E. Submit proposals regarding issues impacting nursing practice and/or education, for consideration by NHNA.
- F. Fully participate in the NHNA as described in these bylaws.
- G. Be accorded other rights as provided for under common parliamentary or statutory law.

NHNA-only membership does not entitle these registered nurses to belong to or receive benefits from the ANA at the national level, including representation at the ANA Membership Assembly or voting and running for ANA office. NHNA-only members may not vote for NHNA Representatives to the ANA Membership Assembly.

#### **Members of NHNA who are also members of ANA shall also have the right to:**

- A. Receive an ANA Membership card in lieu of an NHNA membership card.
- B. Receive news and informational publications as specified in ANA Bylaws.
- C. Nominate a candidate or be a candidate for ANA elected or appointed office in accordance with qualifications set forth by NHNA and/or ANA.
- D. Nominate a candidate or be a candidate for NHNA Representative to the ANA Membership Assembly.
- E. Vote for Membership Assembly representatives and an alternate.
- F. Attend unrestricted meetings of ANA.

G. Fully participate in NHNA/ANA activities.

H. Attend the Congress of the International Council of Nurses.

## **Section 6. Membership Obligations**

The member shall have the obligation to:

- A. Uphold the bylaws of NHNA and, if also a member of ANA, the bylaws of ANA.
- B. Abide by the ANA Code of Ethics for Nurses as adopted by the Membership Assembly.
- C. Pay dues as required by NHNA within thirty days of their due date.
- D. Fulfill the requirements of an office, commission, ad hoc committee or task force, if elected or appointed. Absence from two consecutive meetings may be cause for declaring a vacancy the position.

## **Section 7. Disciplinary Action and Appeal**

A. Cause for disciplinary action.

Cause for disciplinary action against a member shall be limited to:

- 1. Failure to fulfill the obligations as cited in these bylaws.
- 2. Engaging in activity that threatens the existence and viability of NHNA.
- 3. Other actions detrimental to the purposes, goals, and functions of NHNA and/or ANA.

B. Disciplinary Proceedings.

Disciplinary proceedings shall be conducted in accordance with common parliamentary and statutory law and the policies and procedures established by the NHNA Board of Directors, which shall have final disciplinary authority over members. Disciplinary actions require a 2/3 majority vote of the NHNA Board of Directors.

C. Disciplinary Action.

Depending on the severity of the violation, a member may be reprimanded, censured, suspended from membership, or permanently expelled from membership in NHNA.

D. Appeal of Disciplinary Action.

A member may appeal any disciplinary action in accordance with procedures adopted by the NHNA Board of Directors pursuant to common parliamentary and statutory law.

E. Recognition of Disciplinary Action by Another C/SNA.

Any disciplinary action taken by another C/SNA against one of its members shall be given full recognition and enforcement, provided such action was taken in accordance with the disciplining C/SNA's bylaws and disciplinary procedures.

F. Adoption of Disciplinary Action Policies and Procedures

The NHNA Board of Directors shall notify members through New Hampshire Nursing News, the NHNA website or other electronic communication, prior to their adoption, of a hearing on the proposed policies and procedures established under Art. III, Sect. 7 relating to disciplinary action and appeal.

## **ARTICLE IV: ORGANIZATIONAL AFFILIATE MEMBERSHIP**

### **Section 1- Organizational Affiliate Composition**

Organizational Affiliate members of NHNA shall be composed of organizations accepted as Organizational Affiliate members in accordance with qualifications and other requirements described in this article of the NHNA Bylaws. Registered nurses should compose the majority of the governing bodies of these Organizational Affiliates.

### **Section 2- Organizational Affiliate Qualifications**

An Organization is qualified to be an Organizational Affiliate member of NHNA if:

- A. The Organizational Affiliate expresses values consistent with the mission and bylaws of NHNA and
- B. The Organizational Affiliate represents the interests of registered nurses and
- C. The Organizational Affiliate is approved for Organizational Affiliate member status by the NHNA Board of Directors.

### **Section 3- Organizational Affiliate Dues**

The NHNA Board of Directors shall set the dues for Organizational Affiliate membership in NHNA.

### **Section 4- Organizational Affiliate Membership Rights**

Organizational Affiliate members shall have the right to:

- A. Receive an NHNA Organizational Affiliate membership certificate and a subscription to New Hampshire Nursing News and other NHNA publications.
- B. Be recognized as an Organizational Affiliate via the NHNA website with linkage to the Organization Affiliate's website.
- C. Have an ad hoc/non-voting seat on the NHNA Commission on Government Affairs.
- D. Participate in the annual NHNA Legislative Forum.
- E. Attend the NHNA Board of Directors meetings with the exception of confidential/restricted sessions. The Organizational Affiliate President or designee may attend meetings but shall have no voting privileges.
- F. Participate in meetings and activities of NHNA Commissions at the discretion of the Commission Chairperson, but may not hold an elected or appointed position and has no voting privileges.
- G. Attend scheduled meetings or gatherings of NHNA with participating Organizational Affiliate members.

- H. Submit proposals for consideration by the NHNA Board of Directors or Commissions.
- I. Establish an organization-specific column in the quarterly New Hampshire Nursing News publication. Content must be submitted to meet scheduled print deadlines and is subject to editorial review and approval by NHNA.
- J. Receive regular email communications from NHNA and ANA regarding nursing issues, educational opportunities, programs and activities.
- K. Submit for consideration qualified RN nominees for NHNA appointments and awards.
- L. Receive the NHNA member discount for individual Organizational Affiliate members for the NHNA annual fall membership business meeting and select programs offered during the year.

### **Section 5- Organizational Affiliate Member Responsibilities**

Members shall:

- A. Uphold the bylaws of the NHNA.
- B. Pay dues as required by NHNA within thirty days of their due date.
- C. Provide a written 90-day notice to NHNA if the Organizational Affiliate wishes to disaffiliate from NHNA. Dues will not be refunded.

### **Section 6. Organizational Affiliate Member Disciplinary Action and Appeal**

A. Cause for disciplinary action.

Cause for disciplinary action against an Organizational Affiliate member shall be limited to:

1. Failure to fulfill the obligations as cited in these bylaws.
2. Engaging in activity that threatens the existence and viability of the NHNA.
3. Other actions detrimental to the purposes, goals, and functions for NHNA.

B. Disciplinary Proceedings.

Disciplinary proceedings shall be conducted in accordance with common parliamentary and statutory law and the policies and procedures established by the NHNA Board of Directors, which shall have final disciplinary authority over Organizational Affiliate members.

C. Disciplinary Action.

Depending on the severity of the violation, an Organizational Affiliate member may be reprimanded, censured, suspended from Organizational Affiliate membership, or permanently expelled from Organizational Affiliate membership in NHNA.

D. Appeal of Disciplinary Action.

An Organizational Affiliate member may appeal any disciplinary action in accordance with procedures adopted by the NHNA Board of Directors.

## **ARTICLE V: NOMINATIONS AND ELECTIONS**

### **Section 1. Qualifications**

Each nominee must be a member in good standing of NHNA and must be qualified for the office or position as described in the NHNA Bylaws and delineated in the NHNA Policy and Procedure manual, and shall have consented in writing to serve in such a position if elected or appointed.

### **Section 2. Nominations**

NHNA shall solicit nominations from all members of the association. The Notice of Nomination shall be sent to the members through the U.S. Mail, email, web postings and/or the New Hampshire Nursing News. The manner of communication shall ensure adequate notice to the members so that they can self-nominate or nominate others pursuant to procedures established by the Board of Directors. The Nurse Executive shall be responsible for putting together a slate of candidates for the election.

### **Section 3. Ballot**

All elections shall be determined by secret ballot conducted by mail, email via a secure online voting system or other electronic means. A second ballot may be sent at the discretion of the NHNA Nurse Executive to any member who reports that the original ballot was not received.

### **Section 4. Election Results**

The Board of Directors shall appoint at least two tellers who shall count ballots submitted by mail and report results of the election to the Board of Directors. An electronic record from the secure online voting system will be sent to the NHNA office. Election results shall be sent by mail or email to members and published in New Hampshire Nursing News.

A plurality of votes cast by those entitled to vote shall constitute an election. In the event of a tie, the election shall be determined by a simple majority vote of the Board of Directors. All ballots, candidate biographies and other records of the election shall be deleted or destroyed three months after the election results are reported to the membership.

### **Section 5. Term of Office**

- A. The President-Elect shall be elected to serve one year in that role during the President's second year in office, and shall then serve a two-year term as President.
- B. The Secretary, Treasurer and Directors at Large shall be elected for two-year terms.
- C. With the exception of the President and President-Elect, who do not have consecutive terms, Officers and Directors may serve a maximum of three consecutive terms in the same office on the Board of Directors.
- D. The Immediate Past President shall serve one year following expiration of her/his term as President.
- E. The President-Elect, Secretary and one Director shall be elected in even numbered years. The



Treasurer and two Directors shall be elected in odd numbered years. The President-Elect position will be left vacant during the President's first year in office. The Immediate Past President position will be left vacant during the President's second year in office.

*Proviso: The implementation and transition plan for the changes to a two-year term for the President will be accomplished by extending the 2015 President's term for six months, until June 30, 2016, at which time the President will become the Immediate Past President for one year, until June 30, 2017; extending the 2015 President-Elect's term for six months, until June 30, 2016, at which time the President-Elect will become the President for eighteen months, until December 31, 2017, and then become Immediate Past President for one year, until December 31, 2018. A President-Elect will be elected in the Fall 2016 elections to serve as President-Elect in 2017 (January 1-December 31), and then President in 2018 and 2019 and Immediate Past President in 2020.*

- F. Commission members shall be elected or appointed for a two-year term: a minimum of two in even numbered years and three in odd numbered years.
- G. There shall be no limit to the number of nominees for each office and elected position. Appointments to Commissions shall require a simple majority vote of the Board of Directors.
- H. An elected or appointed member assumes office in January following the Fall elections.

## **Section 6. Representation at the ANA Membership Assembly**

- A. NHNA is entitled to representation at regular and special meetings of the ANA Membership Assembly in accordance with ANA Bylaws and policies.
- B. The NHNA President shall serve as a Representative to the ANA Membership Assembly. The number of additional NHNA Representatives identified by ANA's Bylaws and policies and an alternate shall be elected by mail ballot or by electronic ballot to serve a two-year term or until a successor is elected. The two-year term will begin during the President's second year in office.
- C. Nominees must be members in good standing of both ANA and NHNA.

## **Section 7. Vacancy in Elected or Appointed Positions**

In the event of a vacancy:

- A. In the office of President during the first year of office: the Immediate Past President shall serve as President for the remainder of the unexpired term. If the vacancy occurs during the President's second year of office, the President-Elect will serve as President for the remainder of the unexpired term.
- B. In the office of President-Elect during odd numbered years (second year of office of the President): the office shall not be filled. At the Fall regular election the members shall elect a President. The President-Elect office shall remain vacant during even numbered years (first year of the office of the President).
- C. In the position of Representative to the ANA Membership Assembly: the elected Alternate shall serve as NHNA Representative to Membership Assembly for the remainder of the unexpired term.
- D. In the office of any other elected or appointed position: the Board of Directors shall fill the vacancy by

appointment for the remainder of the unexpired term.

- E. The Board may declare vacancies in any elected or appointed position due to unexcused absence from two consecutive meetings. Such vacancy shall be determined by a simple majority vote of the Board of Directors.

## **ARTICLE VI: MEETINGS**

### **Section 1. Annual Membership Business Meeting**

The membership business meeting of NHNA shall be held annually between August 1<sup>st</sup> and December 1<sup>st</sup>. A combined business/program meeting may be held at the discretion of the Board of Directors. Registration fee and location shall be determined by the Board of Directors. Notification to the membership shall be via mail, email and/or publication in New Hampshire Nursing News.

### **Section 2. New Hampshire Student Nurses' Association**

Meetings of the NHSNA may be held in conjunction with NHNA meetings.

### **Section 3. Special Meetings**

Special meetings of NHNA may be called by the President with approval of the Board of Directors. Special meetings shall also be called by the President upon the written request of at least five percent (5%) of the membership.

### **Section 4. Notice of Meetings**

- A. Official notice of NHNA membership business meetings shall be sent to all members at least one month prior to scheduled meetings via email, postcards, social media and/or publication on the NHNA website.
- B. Official notice of NHNA special meetings shall be sent to all members at least ten days prior to the scheduled meetings via email, postcards and/or publication on the NHNA website.

### **Section 5. Voting Body**

The voting body at all membership business meetings of NHNA shall consist of all members in good standing who are registered and are in attendance.

## **ARTICLE VII: BOARD OF DIRECTORS**

### **Section 1. Authority**

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

## **Section 2. Composition**

- A. The Board of Directors shall consist of elected officers and directors.
- B. There shall be four officers during even numbered years: President, Immediate Past President, Secretary and Treasurer, and four officers during odd numbered years: President, President-Elect, Secretary and Treasurer. They shall serve as full voting members of the Board of Directors.
- C. There shall be three Directors at Large who shall serve as full voting members of the Board of Directors, one of whom shall be a recent graduate of an RN licensure program within the previous 5 years.

## **Section 3. The Board of Directors shall:**

- A. Exercise corporate responsibility and fiduciary duties for the association.
- B. Provide for implementation of association policies and position statements.
- C. Establish policies and procedures for the transaction of business, coordination of association activities and operation.
- D. Assume responsibility for assuring rights of members and for disciplinary action.
- E. Define the authority and responsibilities of the NHNA Nurse Executive and the NHNA Office Manager. Appointment and removal of the Nurse Executive and/or the Office Manager shall require a 2/3 majority vote of the NHNA Board of Directors.
- F. Define qualifications for appointive office, unless otherwise specified in these bylaws.
- G. Appoint two or more members as needed to each commission annually and make all appointments not otherwise provided for in the bylaws.
- H. Interpret NHNA Bylaws.
- I. Recommend to the State Governor and State Executive Council nominees from NHNA membership for each vacancy on the New Hampshire Board of Nursing, State legislative committees, and other committees that impact healthcare and the welfare of NH nurses as requested.

## **Section 4. Duties of Officers**

- A. The **President** shall be the Chairperson of the voting body, the Board of Directors, and the Executive Committee. In addition, the President shall:
  - 1. Serve as the official representative of the association and as its spokesperson on matters of association policy and positions.
  - 2. Serve as ex-officio member of all organizational units/commissions.
  - 3. Serve as mentor to the President-Elect during the President's second year in office.
- B. The **President-Elect** shall

1. Perform duties as designated by the President and Board of Directors.
2. Assume the duties of the President in the temporary absence of or at the discretion of the President during the President's second year in office.

C. The **Immediate Past President** shall:

1. Serve as mentor to the President during the President's first year in office.
2. Provide insight and guidance to the Board of Directors during discussions and deliberations.
3. Perform duties as designated by the President and the Board of Directors.
4. Assume the duties of the President in the temporary absence of or at the discretion of the President during the President's first year in office.

D. The **Secretary** shall be accountable for record keeping and recording minutes of:

1. NHNA Board of Directors meetings.
2. Executive Committee meetings.
3. Annual membership business meetings.
4. Special membership meetings.
5. Organizational Affiliate membership meetings.

E. The **Treasurer** shall be accountable for:

1. Monitoring the fiscal affairs of the association.
2. Reviewing, evaluating and making recommendations for annual budgets and other financial matters to the Board of Directors.
3. Providing reports and interpretations of the association's financial status to the Board of Directors and to the membership, including a formal presentation at the annual membership business meeting.

## **Section 5. Executive Committee**

The Executive Committee of the Board of Directors, composed of the officers, shall have all powers of the Board of Directors to transact business between board meetings in accordance with rules established by the Board. Such transactions shall be reported at the next regular meeting of the Board of Directors.

## **Section 6. Meetings**

- A. Regular meetings of the Board of Directors shall be held at least every other month.
- B. Special meetings of the Board of Directors may be called by the President. The President shall call a special meeting upon written request of three or more Board members. At least five days

notice shall be given.

- C. Business requiring action by the Board of Directors may be conducted by mail, email or other media. Such action shall be subject to ratification at the next regular meeting of the Board of Directors.
- D. NHNA members are welcome to attend board meetings with twenty-four hour advance notice to the NHNA Office Manager. Members are entitled to participate in the meeting but shall not have voting privileges.

## **ARTICLE VIII: COMMISSIONS**

### **Section 1. Definition**

Commissions are groups of elected and appointed members responsible for advancing the profession of nursing through activities which affect professional affairs, continuing education, health policy and state legislative matters, and other matters as assigned by the Board of Directors. Commissions are accountable to the Board of Directors and to the members and act in accordance with the general policies and bylaws of NHNA.

### **Section 2. Established Commissions**

Commissions established are the:

- **Commission on Nursing Practice**
- **Commission on Continuing Education**
- **Commission on Government Affairs**

### **Section 3. Composition**

Each commission shall consist of members who have expertise in the field related to the commission's functions and who meet qualifications established by the commission and approved by the Board of Directors. The number of members of a commission shall be reviewed at least annually by the Board of Directors. The Board of Directors shall have authority to alter the number of members on a commission when necessary to allow the commission to achieve its mission. In determining the size of a commission the Board of Directors shall:

- A. Seek input from the Chairperson of the commission.
- B. Not reduce the size of the commission to less than 9 members.
- C. Assure that commission members appointed to increase the size of a commission shall hold appointed positions only until the next election cycle, wherein they must be elected by members or leave the commission.

The Chairperson of the commission shall be an elected member of the commission and shall be elected by the commission members. A co-chair may be elected if the workload of the commission so requires.

### **Section 4. Responsibilities of Commissions**

Each commission shall:

- A. Identify and evaluate trends, developments and issues in the commission's areas of responsibility.
- B. Establish a plan of operation for carrying out its responsibilities, including preparing a budget and monthly action reports that are submitted to the Board of Directors.
- C. Recommend policies and positions to the Board of Directors.
- D. Provide for dissemination of information to the membership following approval from the Board of Directors.
- E. Appoint an ad hoc committee or a task force as necessary to fulfill the purposes and functions of the Commission.
- F. Maintain communication with other units within NHNA on matters of mutual concern.

### **Section 5. Commission on Nursing Practice**

The Commission on Nursing Practice is responsible for advancing the profession of nursing through activities that identify and evaluate trends, developments and issues that impact nursing. Activities include, but are not limited to:

- A. Developing educational programs or activities which enhance nursing practice.
- B. Fostering expansion of the knowledge base for nursing practice.
- C. Enhancing the economics of practice and healthcare.
- D. Promoting the rights and responsibilities of nurses.
- E. Protecting the rights of recipients of nursing services by promoting the implementation of ANA Standard for Nursing Practice and ANA Code of Ethics.
- F. Developing documents (such as Position Papers or "White Papers") reflecting NHNA's position on issues regarding nursing practice and promotion of workforce advocacy.

### **Section 6. Commission on Continuing Education**

The Commission on Continuing Education is a functional unit of the Northeast Multi-State Division, which is accredited as a Provider and as an Approver of continuing education by the American Nurses Credentialing Center's Commission on Accreditation. The commission administers the peer review approval process for continuing education activities submitted by providers in order to ensure quality continuing education for the advancement of professional nursing practice.

### **Section 7. Commission on Government Affairs**

The Commission on Government Affairs evaluates proposed healthcare legislation, recommends appropriate legislative action to the Board of Directors, initiates action as per Board consultation or previously-determined plan, and assists in the development of policy statements related to healthcare. The commission conducts an annual focused evaluation in order to identify members' legislative priorities and plan strategies for the upcoming legislative year. The Chair, with the approval of the

commission, may invite adjunct members to assist with the duties of the Commission. Adjunct members shall have no vote and shall not be counted in the quorum.

## **ARTICLE IX: AD HOC COMMITTEES AND TASK FORCES**

### **Section 1. Establishment**

Ad hoc committees and task forces of NHNA may be established for specific purposes to provide opportunities for members to participate in time-limited activities and tasks to accomplish goals or activities set forth by the Board of Directors or the general membership.

### **Section 2. Composition**

- A. Ad hoc committees and task forces shall consist of no fewer than three members. At least one member shall be from the Board of Directors, and the remainder shall be from the general membership.
- B. The member representing the Board of Directors will serve as Chair, unless otherwise directed by the Board of Directors or the membership.

## **ARTICLE X: SPECIAL INTEREST GROUPS**

### **Section 1. Special Interest Groups**

- A. A special interest group is an organizational unit through which members participate in the improvement or advancement of the profession in an area of nursing practice or interest.
- B. The Board of Directors may establish special interest groups. The NHNA Board of Directors shall only establish a special interest group upon the request of not less than five NHNA members who have developed a clear statement of purpose for the proposed group.
- C. Membership in the group is composed of NHNA members who are active in or interested in the area of focus of the special interest group. There shall be no limit to the number of special interest groups to which a member may belong.
- D. Each special interest group shall:
  - 1. Be comprised of a community of peers with expertise in areas of the special interest and shall serve as a forum for discussion of relevant issues and concerns.
  - 2. Develop position statements and policies for recommendation to the Board of Directors when requested.
  - 3. Establish a plan of operation to accomplish its goals and submit its plan to the Board of Directors for approval when indicated.
- E. The Board of Directors may dissolve a special interest group if:
  - 1. The Board of Directors and the respective special interest group mutually agree that there is no reason for the special interest group's continuance, or

2. The Board of Directors finds that the special interest group has failed to carry out its responsibilities or conform to the policies and positions of NHNA, or
3. The Board of Directors determines the membership in the special interest group has declined below five members for any 90 day period.

## **ARTICLE XI: QUORUM**

### **Section 1. Annual Membership Business Meeting and Special Membership Meetings of NHNA**

Two officers of NHNA, one of whom shall be the President or designee, and 5% of members in good standing, representing various areas of the state, shall constitute a quorum for the transaction of business at the annual membership business meeting and at any special membership meeting of NHNA. The method for determining geographical representation shall be decided by the Board of Directors.

### **Section 2. Board of Directors**

A simple majority of members of the Board of Directors including the President or designee shall constitute a quorum at any meeting of the Board.

### **Section 3. Commissions, Ad Hoc Committees and Task Forces**

A simple majority of members of any commission, ad hoc committee or task force shall constitute a quorum at any meeting of the commission, ad hoc committee or task force.

## **ARTICLE XII: FISCAL YEAR**

### **Section 1. Fiscal Year Designation**

The fiscal year of NHNA shall be January 1 to December 31.

## **ARTICLE XIII: OFFICIAL PUBLICATION**

### **Section 1. New Hampshire Nursing News**

The New Hampshire Nursing News is the official publication of NHNA.

## **ARTICLE XIV: BYLAWS AMENDMENTS**

### **Section 1. Bylaws Amendments**

All proposed amendments to the NHNA Bylaws must be submitted to the Board of Directors for approval, after which they must be approved by the ANA Board of Directors prior to presentation to the NHNA membership for final approval and adoption.



## **Section 2. Bylaws Amendments with Notice to NHNA Members**

With notice, these bylaws may be amended at any NHNA annual membership business meeting if approved by a vote of 2/3 of the members present and voting. All proposed amendments shall be made available to the membership at least two weeks prior to the meeting.

## **Section 3. Bylaws Amendments without Notice to NHNA Members**

These bylaws may be amended without previous notice at any NHNA annual membership business meeting if approved by a vote of 99% of the members present and voting.

# **ARTICLE XV: PARLIAMENTARY AUTHORITY**

## **Section 1. Establishment**

The rules contained in Roberts Rules of Order, Newly Revised (11<sup>th</sup> edition, 2011) shall govern NHNA in all cases to which they are applicable and harmonious with the ANA and NHNA bylaws.

REV. 10/20/2015