



MODEL DISTRICT BYLAWS

2008

for

District Associations of the Ohio Nurses Association

Preface

Bylaws provide the framework for the organization of an association. They should be limited in procedural detail, allowing for flexibility in adapting to organizational demands and processes. Articles and their sections should be clearly and concisely stated, recognizing that bylaws are binding on the organization and, therefore, should be enforceable.

These Model Bylaws for ONA District Associations were prepared by the ONA Bylaws Committee to supply district associations with guidelines when revising their bylaws. The model bylaws are intended to be sample district association bylaws.

- The portions of the bylaws which must be present in all district association bylaws for conformity to ONA or ANA bylaws **appear in bold type**.
- The order of the table of contents in the Model Bylaws must be followed.
- Optional or suggested language, where it appears, is presented in regular type.
- Suggested format is 8 ½ and 11 typed with 2 columns as in the ONA Bylaws.
- Any additional articles are to be placed at the end of the required articles.

Whenever blanks appear in this model, the district association should insert its name or initials. The association name in full should appear the first time, followed by initials or common name, (e.g., MODNA, WCNA, etc). For districts with Articles of Incorporation, it is appropriate to include them with the bylaws.

Questions

Any questions about this model should be addressed to the ONA Bylaws Committee. One function of the committee is to advise district associations concerning proposed amendments to their bylaws to assure conformity to ONA and ANA bylaws. Members of the committee are available to help individual districts upon request.

FREQUENCY OF SUBMISSION

District Bylaws should be submitted to ONA Headquarters for Bylaws Committee review every five years unless changes are made. Any time changes are made, a copy of the new district bylaws should be sent to ONA.

CD ROM

A free CD ROM is available to assist districts in wording and formatting. Contact Sandy Dale Swearingen at 614-448-1030 or sswearingen@ohnurses.org. The Model District Bylaws may also be emailed to you.

OHIO NURSES ASSOCIATION

District Association Bylaws

Name: _____

As Amended _____
Date

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ARTICLE I
Name, Purposes and Functions

Section 1 -- Name

The name of this association is the _____, also known as _____.

Section 2 – Purposes

The purposes are to (1) work for the improvement of health standards and the availability of health care services for all people; (2) foster high standards of nursing; (3) stimulate and promote the professional development of nurses, and (4) advance the economic and general welfare of nurses. These purposes shall be unrestricted by considerations of nationality, race, religion, creed, lifestyle, color, gender, disability, sexual orientation, health status, or age.

Section 3 -- Functions¹

The functions of _____ are to:

- a. Promote standards of nursing practice, nursing education, nursing services, and nursing research, as defined by the American Nurses Association (ANA).
- b. Promote adherence to the Code of Ethics for Nurses established by ANA.
- c. Promote positions and policies related to nursing practice, nursing education, nursing services, and nursing research as determined by the Ohio Nurses Association (ONA).
- d. Provide for representation in the ONA House of Delegates.
- e. Comply with all provisions of ONA bylaws and relevant policies.
- f. Promote and support organizational affiliate members of ONA.

¹The functions of the district association must be congruent with those of ONA. Optional functions can be greater than or less than those of ONA, but not in opposition to or in conflict with those of ONA. Unbolded items are other functions some districts choose to include also.

- g. Initiate and influence legislation, governmental programs, and health policy.
- h. Promote the economic and general welfare of

nurses.

- i. Provide for the continuing professional development of nurses.
- j. Represent nurses and serve as their local spokesperson with allied health, community and governmental groups, and the public.
- k. Promote the recruitment and retention of members.
- l. Recruit students for nursing.

ARTICLE II
Members

Section 1—Qualifications for Membership

- a. The _____ will consist of registered nurses who live or work in the boundaries of this district association as defined by ONA.
- b. Membership shall be unrestricted by considerations of nationality, race, religion, creed, lifestyle, color, gender, disability, sexual orientation, health status or age.

Section 2--Definition of Members

A member is one (a) who has been granted a license to practice as a registered nurse in at least one state, territory, or District of Columbia of the United States and who does not have a license under suspension or revocation in any state or is otherwise entitled by law to practice and (b) whose application for membership has been accepted in accordance with ONA policy; and (c) whose dues and fees are not delinquent; and (d) whose membership is not under revocation for violation of the Code of Ethics for Nurses or _____, ONA, and/or ANA bylaws.

Section 3 -Establishment of Membership

Official notification from ONA of the names of members in _____, together with payment of appropriate dues and fees, shall establish them as members of _____.

Section 4 -Membership Relationships

Every member of _____ is a member of ONA and has representation in ANA through ONA's membership in ANA. Every member of _____ has representation in the

International Council of Nurses (ICN) through ANA's membership in ICN.

Section 5 - Rights of Members

Every member will have the right to:

- a. Receive a ONA membership card and all the rights and privileges afforded ONA members.
- b. Be a candidate for _____, ONA & ANA elective & appointive positions, in accordance with _____, ONA & ANA bylaws & policies.
- c. Participate in the election of delegates and alternates to the ONA House of Delegates, and to delegates and alternates to the ANA House of Delegates, in accordance with established policy and the _____, ONA and ANA bylaws.
- d. Attend meetings of _____, of ONA & ANA Houses of Delegates, ONA & ANA conventions, & other unrestricted _____, ONA & ANA activities.
- e. Submit proposals for consideration by _____ or ONA.
- f. Attend the Congress of the International Council of Nurses.
- g. Affiliate with ONA forums in accordance with ONA bylaws and policies.
- h. Be accorded other rights as provided by common parliamentary or statutory law including the freedom of speech and assembly.
- i. Receive the district newsletter.

Section 6 -Obligations of Members

Every member will be obligated to:

- a. Uphold the bylaws of _____, ONA and ANA.
- b. Abide by the ANA Code of Ethics for Nurses as adopted by the ANA House of Delegates.
- c. Fulfill the requirements of the office or committee post to which the member is elected or appointed.
- d. Pay dues and fees as required by _____, ONA and ANA.

Section 7 -Transfer to or from Another District Association or State.

- a. A member may transfer from one district to another within ONA.
- b. Application for transfer will be made to the secretary of the district of which the nurse is currently a member.
- c. The member must live or work within the boundaries of the district to which transfer is sought.
- d. A member of another district association of ONA who has paid dues and fees for the membership year and who moves into or works within the boundaries of _____ may transfer to this district association. Additional dues or fees will not be required nor refunded for the remainder of the paid membership year.

Section 8 - Honorary Recognition in _____ . Honorary recognition may be conferred by a majority vote at any regular meeting on persons who have rendered distinguished service or valuable assistance to the nursing profession, the name or names having been recommended by the _____ Board of Directors. Honorary recognition shall not be conferred on more than two persons in any one year.

ARTICLE III

Disciplinary Action and Rights of Members

Section 1--Disciplinary Action

- a. Any disciplinary action by _____ will be in accordance with the Policies and Procedures for Disciplinary Action established and approved by the ONA Board of Directors.
- b. Members will be subject to disciplinary action such as censure or expulsion from _____ for:
 - 1) violations of _____, ONA or ANA bylaws;
 - 2) violation of the ANA Code of Ethics for Nurses; or
 - 3) actions which are detrimental to the purposes of the association.
- c. Members who fail to comply with these requirements or for other causes deemed sufficient may be disciplined by a two-thirds vote of the _____ Board of Directors.
- d. The member must receive written notice with specific charges at least thirty days before the vote is taken. A hearing shall be granted before

the vote is taken, if requested.

- e. A member who has been disciplined may be reinstated by a two-thirds vote of the _____ Board of Directors.
- f. Any disciplinary action taken by another state or district association against one of its members shall be given full recognition and enforcement, provided such action was taken in accordance with the bylaws and disciplinary procedures of the _____, ONA or ANA constituent member.

Section 2--Expulsion

Expulsion from _____ will result in expulsion from ONA upon official notification by _____ to ONA.

Section 3--Right to Request Review

A member who has been expelled by _____, may, within thirty days after notification of such action, appeal to the ONA Board of Directors for review of any question of law or procedure involved therein. The ONA Board will handle the appeal according to procedure.

ARTICLE IV

Dues

Section 1--Payment of Dues

The dues for _____, ONA and ANA assessment will be paid in accordance with ONA and ANA policy. The forfeiture of all membership rights will occur if dues are not paid as required by current policy.

Section 2--Definition of Membership Year

The membership year is equal to a period of twelve consecutive months.

Section 3--Dues for Membership Year

- a. Dues for a member of ____ will be __ for the membership year plus the ANA and ONA assessments.

NOTE: The district may describe who has the authority to set dues amount within what time frame and financial framework.

- b. Members who qualify for one of the following categories may elect to pay 50 percent of the annual district dues: (1) nurses who are not employed; (2) registered nurse students in full-time study; (3) new graduates for a first year of membership, if such membership is initiated within twelve months following graduation; or (4) nurses 62 years of age or older who are not earning more than the social security system allows at age 62.
- c. Members who are totally disabled & members 62 years of age or older who are not employed may elect to pay 25 % of the annual district dues.
- d. dollar(s) of each member's dues shall be placed in this district association's Delegate Fund. Money in the fund shall be distributed equally among persons who serve as ONA delegates, in accordance with policies established by the Board of Directors.

Section 4--Change of Dues Category

No money will be refunded nor additional money collected when a change in dues category is made within a membership year, provided the member was eligible for the dues category in which the member was placed when dues were paid.

ARTICLE V

Membership Meetings

Section 1 - Meetings

- a. **There will be a minimum of one meeting per year.**
- b. **Notice of the meeting will be sent to each member at least one month prior to the meeting.**

ARTICLE VI

Officers and Duties of Officers

Section 1--Definition of Officers

The officers of ____ will be **president**, vice president(s), secretary and **treasurer**.

Section 2--Term Of Office

A **term of office** is ____ years. No officer will serve more than ____ consecutive terms in the same office nor more than ____ consecutive years on the Board of Directors. Service for a portion of a term greater than half shall be considered a term.

Section 3--Duties of Officers

a. Duties of the President

1. The president:

- a) **chairs the Board of Directors and the Executive Committee;**
- b) **presides over meetings of ____;**
- c) **provides for the recording of minutes, the completion of required reports and maintenance of official records; and**
- d) **serves as ____ representative to the ONA Leadership Forum.**

2. **The president is an ex officio member of all committees except the Nominating Committee.**

b. Duties of the Vice President

The vice president:

- a) **assumes the duties assigned to them by the Board of Directors,**
- b) **assumes the duties of the president in the absence of the president, and**
- c) **serves as president if a vacancy occurs in the office of president until a successor is elected.**

c. Duties of the Secretary

The secretary records the meetings of _____, the Executive Committee, and the Board of Directors.

d. Duties of the Treasurer

The Treasurer will:

- a) **Any bills of the district;**
- b) **Provide a fiscal report to the membership;**
- c) **Keep financial records to allow an audit; and**
- d) **Balance and reconcile revenue and expenses.**

ARTICLE VII

Board of Directors

Section 1--Definition of Board of Directors

There will be a Board of Directors of _____ which consists of _____ (number) members: the officers of the association and _____ directors.

Section 2--Qualifications

To be eligible to serve on the Board of Directors, a person must:

- a. **Hold current membership in ____.**
- b. **Not serve concurrently as an officer or director of another organization if such participation might result in a conflict of interest with ____, ONA or ANA.**
- c. **Support all programs of the association.**

Section 3--Authority

The Board of Directors has the authority to act for the membership in the intervals between meetings.

Section 4--Accountability

- a. **The Board of Directors will report and be accountable to the membership.**
- b. **The Board of Directors will present a written annual report.**

Section 5—Term of Office

- a. **A term of office is ____ years.**
- b. **No member of the Board of Directors is eligible to serve more than ____ consecutive years as a board member.**

Section 6--Board of Directors Meetings

- a. Meetings of the Board of Directors are open to members, except when the Board of Directors determines that open discussion would infringe on the rights of individuals or have an adverse affect on _____'s goals.
- b. Special meetings of the Board of Directors may be called by the president or upon request of at least two thirds of the members of the Board of Directors.
- c. Absence from _____ consecutive meetings of the Board of Directors will be cause for declaring a vacancy in the board position. Such vacancy will be determined by a majority vote of the board.

Section 7 -Referendum

- a. A referendum may occur between regular meetings of the Board of Directors when the president refers questions to the board when immediate action is required.
- b. The referendum may be conducted as an in-person meeting or by electronic means.
- c. The results will be reported at the next regular meeting and carry the same weight as other votes by the Board of Directors.

Section 8 - The Duties of the Board of Directors

The Board of Directors:

- a. Assures compliance with Duties of District Associations, as outlined in ONA Bylaws.
- b. Assures that names and addresses of members of the _____ Board of Directors be sent to ONA immediately after their election or appointment.
- c. Transacts the business of _____ between membership meetings.
- d. Provides for the proper care of materials, equipment, & funds of the association; for the payment of legitimate expenses; for the annual auditing of the books of account; & for the investment of funds of _____.
- e. Appoints standing committees and all committees not otherwise provided for.

- f. Determines the date and place of all meetings.
- g. Ratifies votes of the Board of Directors secured by referendum.
- h. Has power to fill vacancies on the Nominating Committee and the Board of Directors, except those occurring in the office of president and (first) vice president.
- i. Establishes major administrative policies governing the affairs of _____ and devise and institute measures for _____'s growth and development.
- j. Appoints employees of _____, define their duties, fix their compensation, and evaluate their performance.
- k. Adopts written guidelines for operation of all committees.

Section 9 - Executive Committee

The president, the vice president(s), the secretary and the treasurer of _____ shall be the Executive Committee. This committee shall have all the powers of the Board of Directors to transact business of an emergency nature between Board meetings. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Board of Directors.

ARTICLE VIII Committees

Section 1 -The Committees

The committee(s) of _____ will be: Nominating, Bylaws, Finance, and (others, if desired).

Section 2 -The Nominating Committee

The Nominating Committee a) consists of elected members with the person receiving the highest number of votes serving as chairperson; b) asks members to submit names of members who are qualified and willing to serve as officers, directors, members of the Nominating Committee and ONA delegates; and c) secures the consent to serve, prepare the ballot and submit it to the Board of Directors prior to distribution to the membership.

Section 3 - The Bylaws Committee

The Bylaws Committee:

- a) reviews bylaws biennially for conformity to ONA

- bylaws;
- b) solicits and reviews proposed amendments to the bylaws of ____;
- c) submits proposed amendments to the Board of Directors for approval; and
- d) submits amendments approved by the Board of Directors to the membership for vote

Section 4—The Finance Committee

The Finance Committee:

- a) includes the treasurer as a member,
- b) prepares the annual budget for the association,
- c) monitors the expenditure of funds, and
- d) advises the Board of Directors on expenditures and investments.

**ARTICLE IX
Elections**

Section 1 – Notification

Members will be notified in advance of the ballot and time of voting.

Section 2—Voting

Elections will be held ____ (frequency) and conducted by secret ballot. The candidates with the highest number of votes win the election and, in case of a tie, the choice will be decided by lot.

NOTE: Some districts have elections at an annual meeting and others by mail ballot.

Section 3--Tellers

The president appoints ____ tellers. Tellers are to count the votes.

Section 4--Record Keeping

All ballots and other records pertaining to the election will be preserved for one year after the election and then destroyed.

**ARTICLE X
Representation at Meetings of ONA**

Section 1--Biennial Conventions and Special Meetings

_____ is entitled to representation at the biennial conventions and special meetings of ONA as provided in the bylaws and policies of ONA.

Section 2—Delegates

The number of delegates is determined by ONA in accordance with its bylaws. Delegates and their alternates will be elected for two year terms.

**ARTICLE XI
Amendments**

Section 1--With Notice

- a. The __ bylaws may be amended at any meeting by a two-thirds vote of the members present and voting.
- b. All proposed amendments will be mailed to the members at least one month before the date of the meeting at which the vote is to take place.

Section 2--Without Notice

At any meeting without previous notice the _____ bylaws may be amended by 99 percent of the members present and voting.

**ARTICLE XII
Quorum**

Section 1—Membership meetings

A quorum for transaction of business at any membership meeting will consist of (number) members of the Board of Directors, one of whom will be the president or other officer.

Section 2--Board of Directors

A majority of the Board of Directors, one of whom will be the president or other officer will constitute a quorum at any meeting of the Board of Directors.

Section 3--Committees

The majority of members of a committee will constitute a quorum for that committee.

**ARTICLE XIII
Parliamentary Authority**

The rules contained in Robert's Rule of Order Newly Revised will govern meetings of ___ in all cases to which they are applicable and in which they are not inconsistent with _____ bylaws.

**Article XIV
Dissolution**

_____ can be dissolved by a vote of 2/3 (two thirds) of the membership.

In the event of the dissolution of _____, any cash, pertinent documents, or real assets accumulated by _____ will become the property of the designated group or agency as voted by the membership and approved by the ONA Board of Directors.

**ARTICLE XV
Official Publication**

The official publication of _____ is the _____.

July 1990	
Revised February 1995	ONA Committee on Bylaws
Approved March 1995	ONA Board of Directors
Revised January 2002	ONA Bylaws Committee
Approved February 2002	ONA Board of Directors
Revised November 2003	ONA Committee on Bylaws
Revised March 2008	ONA Committee on Bylaws
Approved June 2008	ONA Board of Directors