

NEBRASKA NURSES ASSOCIATION DISTRICT III

OPERATIONAL GUIDELINES

The Nebraska Nurses Association (NNA) has designated District III as sixteen counties in southeast Nebraska. The District is not a separate legal entity from NNA but is governed by the bylaws of NNA. These Operational Guidelines provide the structure for District III to conduct business in a professional manner.

FUNCTIONS OF DISTRICT III

The functions of NNA District III shall include the following:

1. Promote standards of nursing practice, nursing education and nursing services as defined by the American Nurses Association (ANA).
2. Promote adherence to the code of ethical conduct for nurses (Code of Ethics for Nurses) established by the ANA.
3. Provide for the continuing professional development of nurses.
4. Promote legislation and to speak for nurses in regard to legislative action, governmental programs and state health policy.
5. Promote and protect the professional security of nurses.
6. Maintain communication with and provide services for members.
7. Assume an active role as a consumer advocate in health care issues.
8. Represent and speak for the nursing professional with health groups, community groups, governmental bodies and the public
9. Provide for elected representation at meetings of the voting body of the NNA.
10. Stimulate recruitment of students and to promote relationships with state student nurses associations.
11. Assume an active role as professional nurse advocate.
12. Protect and promote the advancement of human rights related to healthcare and nursing.

MEMBERSHIP, OBLIGATIONS AND PRIVILEGES

Membership in District III is open to any qualified member of NNA. The obligations of membership include the following:

1. Uphold the purposes, goals, and bylaws of the NNA and ANA and guidelines of District VI.
2. Abide by the ANA Code of Ethics for Nurses.
3. Fulfill the requirements of an office or committee if elected or appointed.
4. Pay dues as required by NNA policy.

The privileges of membership are determined by membership status as an In-State only member or as a member of ANA and NNA. Eligibility for membership services and for service on elected or appointed positions in NNA and ANA are governed by ANA and NNA bylaws.

DUES

Membership dues shall be assessed annually for members of District III. The NNA House of Delegates shall determine state dues. Dues categories are established by NNA. Failure to pay dues will result in suspension with re-instatement upon payment of dues.

DISCIPLINE

District III members shall be subject to reprimand, censure, suspension, or expulsion by the NNA for:

1. Violations of the bylaws of ANA, NNA or another District Nurses Association (DNA) according to membership category.
2. Violation of the Code of Ethics for Nurses as established by ANA.
3. Action by another DNA. Any disciplinary action taken against one of its members or against a member of NNA, shall be given full recognition and enforcement provided that such action was taken in accordance with that DNA's operational guidelines and disciplinary procedures.
4. Non-payment of dues.
5. Disciplinary action and eligibility for reinstatement shall be conducted in accordance with NNA policies and procedures established by the Board of Directors and pursuant to common parliamentary and statutory law.

TRANSFER

A member who has completed full payment in another DNA may transfer to NNA District III without payment of additional dues or refund for the remainder of the membership year.

MEETINGS

Meetings will be scheduled and held at a designated time and place as determined by the Board of Directors

1. Minimum of quarterly meetings of the Board of Directors
2. Fall annual membership meeting for the installation of new officers
3. January transitional/planning meeting
4. Spring membership educational meeting
5. Issues Forum
6. Fall Delegate Caucus

Notification

Notice of all scheduled meetings will be in the Nursing Perspectives.

Special Meetings

Special meetings may be called by the President or the President's representative upon a majority vote of the Board of Directors or upon written request of fifteen (15) members of NNA III. Notice of special meetings shall be made available to the membership via e-mail and posted on the District III homepage on the NNA website at least ten (10) days prior to the meeting.

REPRESENTATION

Voting Body

The voting body at any meeting of District III shall consist of the members who are in attendance. Each member is allowed one vote.

Quorum

1. A majority of the Board of Directors will number seven (7) members, one of whom shall be the President or the President-Elect and will constitute a quorum.
2. A majority of any other standing/special committee, meeting or task force will constitute a quorum.

ELECTIONS

All elections shall occur by secret ballot, which may be conducted by any media. The Nominations and Membership Committee will secure candidates for each position. Election will be determined by plurality of votes with a tie being broken by lot.

Write-in candidates will be permitted if the candidate is a member in good standing and has consented to fulfill the terms of the office if elected.

Board of Directors

1. The President-Elect is elected annually. The term of office is one year, immediately followed by a one-year term as President. All other offices require two-year terms.
2. The Treasurer and one Co-Director of each of the following Standing Committees shall be elected in even-numbered years: Program, Legislation and Bylaws, Publications and Public Relations, Nominations and Membership.
3. The Secretary and one Co-Director of each of the following Standing Committees shall be elected in odd-numbered years: Program, Legislation and Bylaws, Publications and Public Relations, Nominations and Membership.
4. Elections are held at least ten (10) days prior to the fall annual District III meeting at which time the results are announced.
5. The term of office shall commence at the adjournment of the fall annual meeting.

NNA Delegates

1. The number of District III representatives to the NNA House of Delegates is determined by NNA.
2. Election of delegates and alternates to the NNA Convention and/or special meetings of NNA are held at least ten (10) days prior to the Issues Forum. Delegates and alternates shall be introduced at that time.
3. The term of office shall commence at the Issues Forum and will continue for one (1) year.

4. The Nominations and Membership Committee shall send a list of all duly elected delegates and alternates to the Secretary of NNA at least five days before the opening day of a convention and at least ten days preceding a special meeting of the NNA.
5. Members of District III who are members of the NNA Board of Directors are accredited delegates to the convention and will not be included as District III delegates.

VACANCIES

1. President—the President-Elect becomes the President completing the unexpired term and subsequent one-year term of President.
2. President-Elect—the senior Co-Director of the Program Committee shall assume the duties of the President-Elect until the next annual election. Senior Co-Director will be defined as that person whose term will expire first.
3. The Secretary, Treasurer and all other positions on the Board of Directors shall be filled by appointment of the Board until the next annual election of officers for the position, when such vacancy shall be filled by election.

BOARD OF DIRECTORS

Composition

The Board of Directors shall be composed of the District III officers: President, President-Elect, Secretary, Treasurer and eight (8) Co-Directors of standing committees. All shall have full voting privileges.

Responsibilities

The Board of Directors shall have the authority to

1. Conduct business of an emergency nature between scheduled NNA District III meetings. All business transacted shall be reported at the next regularly scheduled meeting.
2. Establish administrative policies to govern the affairs of NNA District III.
3. Develop and implement a strategic and/or operational plan for the Association.
4. Develop and implement a budget to meet the strategic/and or operational plan of the Association.
5. Review the annual financial statement of all books of account from the Treasurer; if requested and request an audit of the books by an accountant if deemed necessary and prudent.
6. Establish and provide oversight of standing committees and task forces as deemed necessary for the performance of its duties
7. Make appointments and fill vacancies as specified elsewhere in these Guidelines.
8. Ratify vote of the Board secured by referendum.
9. Collect, analyze and disseminate information on Board proceedings via Nursing Perspectives and the District III home page of the NNA website.
10. Establish policies and procedures for disciplinary action and appeals of constituent members

Terms of Office

1. No member shall serve more than eight (8) consecutive years in positions on the Board with a two-year interval before becoming eligible for another term.
2. No officer will serve more than two (2) consecutive terms in the same office. An officer who has served more than half a term shall be considered to have served a term in that office.

Failure to Perform Duties of Office

Board members are expected to attend all meetings unless excused by the President. If any member of the Board is absent from more than two consecutive meetings unless excused by the President, the position will be subject to being declared vacant by a majority vote of the Board and be filled as stated elsewhere in these guidelines.

DUTIES OF OFFICE

President

1. Serves as chairperson for the Board of Directors.
2. Presides at all meetings of the Board of Directors and conducts them by a regular order of business.
3. Serves as an ex-officio member of committees and task forces, except the Nominations and Membership Committee.
4. Oversee the development and implementation of a strategic and/or operational plan and the development and implementation of a budget for the District.
5. Appoint chairpersons of task forces and members of committees and task forces for positions other than defined by these Guidelines.
6. Serve as a member of NNA Board of Directors.
7. Keep the membership updated on current issues and business of the NNA Board of Directors.
8. Deliver an annual address to the membership of the activities of the District.
9. Send notices of the time, place and agenda of all meetings of the Board of Directors.
10. Serve as a delegate to the NNA House of Delegates annually.

President-Elect

1. Serve as President in the event of the absence of the President.
2. Perform duties as assigned by the President to prepare for ascending into the office of the President.

Secretary

1. Keep minutes of all Board and distribute copies to the members prior to the next scheduled meeting for their review.
2. Submit copies of all Board meeting minutes to NNA.
3. Conduct the general correspondence of District III and the Board of Directors.
4. Notify all Board members, delegates and committee and task force members of their election and/or appointments.
5. Preserves all papers, letters and transactions of NNA District III.

Treasurer

1. Prepare the budget in conjunction with the strategic and/or operational plans determined by the Board of Directors.
2. Assume responsibility for all of the funds of District III and deposit and transact such funds in the accounts designated by the Executive Committee and provide for the expenditure of such funds. Complete the required paperwork for transfer of funds from NNA to meet the financial obligations of the District. District III funds are held by NNA.
3. Submit a written or oral report of the financial standing of NNA III to the Executive Committee-at each meeting or as requested by the Board of Directors
4. Make a full written report of the financial position of the District Association to the general membership at the annual fall meeting (Book of Reports) or upon request of the Board of Directors.
Assume responsibility for keeping itemized accounts of all receipts and disbursements-
5. Collaborate with NNA to ensure all required federal and state financial paperwork and forms are completed and submitted as required of the District Association.
6. Shall serve as an ex-officio member of the NNA Budget and Finance Committee.
7. May serve as one of the four members on the NNA Budget and Finance Committee appointed by the NNA Board of Directors.

Co-Directors of Standing Committees

1. Serve as Co-Chairpersons.
2. Report the activities of these committees to all regular meetings of the Board of Directors Committee.
3. Report the activities of these committees to the general membership at the fall annual meeting.
4. The senior Co-Director of the Legislation and Operational Guidelines represent NNA District III on the NNA Bylaws Committee.
5. The senior Co-Director of the Nominations and Membership Committee represent NNA District III on the NNA Membership Committee.

STANDING COMMITTEE FUNCTIONS

The Standing Committees will assume the duties specified in these guidelines and such other duties as assigned by the Board of Directors in keeping with functions of the Association.

Program Committee

1. Develop programs of interest to the membership related to the purposes and functions of the NNA.
2. Facilitate continuing education offerings.

Legislation and Operational Guidelines Committee

1. Conduct a review of these Guidelines.
2. Suggest and receive proposed revisions to these Guidelines, assure their consistency with NNA and ANA Bylaws and submit recommendations for revisions to the Board of Directors.
3. Review proposed federal, state and local legislation for its implications for nursing and the community at large and inform the Board of Directors of the implication of potential changes.

Publications and Public Relations

1. Plan and prepare the contents of Nursing Perspectives, the official online publication of NNA District III for distribution to the general membership at a minimum of quarterly intervals. Contents shall include but is not limited to notice of scheduled meetings, proceedings of the Board of Directors and all standing committees determined to be of interest to or requiring the participation of the membership.
2. Communicate information to the general membership as requested by the Borad via email and postings on the District III home page of the NNA .
3. Promote professional nursing and NNA District III to the community at large.
4. Solicit nominations of District III nurses for nursing awards.
5. Solicit nominations of District III students for nursing scholarships.

Nominations and Membership Committee

1. Keep an accurate account of names and addresses of all members of NNA III.
2. Request from the membership the names of willing candidates to serve on the Board of Directors and as convention delegates.
3. Prepare a ballot consisting of nominations for Board of Directors and delegate positions.
4. Secure ballot approval from the Board of Directors and prepare the ballot for electronic distribution and count.
5. Develop and implement plans for retaining current members and recruiting new members.
6. Disseminate information developed by the ANA and NNA in regard to membership promotion.

AMENDMENTS TO THE OPERATIONAL GUIDELINES

These Operational Guidelines may be amended at any annual or regular meeting of the Board of Directors by a majority vote