

Greater Cleveland Nurses Association Bylaws – 2017

ARTICLE I

Name, Purposes and Functions

Section I – Name

The name of this association is the Greater Cleveland Nurses Association, also known as GCNA.

Section 2 – Purposes

The purposes are to:

- (1) Work for the improvement of health standards and the availability of health 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, lifestyle, color, gender, disability, sexual orientation, health status or age.

Section – 3 Functions

The functions of the Greater Cleveland Nurses Association 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.
- 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.
- m) Provide for the organization and functioning of clinical, occupational, and/or special interest groups of members as indicated.
- n) Promote relationships with local student nurses' associations.
- o) Contribute to the national archives as established by ANA.
- p) *GCNA will comply with all provisions of the ANA and ONA bylaws and policies pertaining to the district association.*

ARTICLE II

Members

Section 1—Qualifications for Membership

- a. The Greater Cleveland Nurses Association 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.

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Section 2--Definition of Members

A member is one:

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

- a. whose application for membership has been accepted in accordance with ONA policy; and
- b. whose dues and fees are not delinquent; and
- c. whose membership is not under revocation for violation of the Code of Ethics for Nurses or the GCNA, ONA, and/or ANA bylaws.

Section 3 - Establishment of Membership

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

Section 4 -Membership Relationships

Every member of the GCNA is a member of ONA and has representation in ANA through ONA's membership in ANA. Every member of GCNA 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 an ONA membership card and all the rights and privileges afforded ONA members.
- b. Be a candidate for GCNA, ONA & ANA elective & appointive positions, in accordance with GCNA, 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 GCNA, ONA and ANA bylaws.
- d. Attend meetings of the GCNA, of ONA & ANA Houses of Delegates, ONA & ANA conventions, & other unrestricted GCNA, ONA & ANA activities.
- e. Submit proposals for consideration by GCNA 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 communications from GCNA, ONA and ANA.

Section 6 -Obligations of Members

Every member will be obligated to:

- a. Uphold the bylaws of GCNA, 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 GCNA, 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 GCNA may transfer to this district association. Additional dues or fees will not be required nor refunded for the remainder of the paid membership year.

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Section 8 - Honorary Recognition in GCNA

- a. 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 GCNA Board of Directors. Honorary recognition may be conferred on at least one person, no more than two persons in any one year.
- b. Members of twenty-five years or more will be recognized at the annual GCNA District Meeting.

ARTICLE III Disciplinary Action and Rights of Members

Section 1--Disciplinary Action

- a. Any disciplinary action by GCNA 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 GCNA for:
 1. Violations of GCNA, 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 GCNA 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 GCNA 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 GCNA, ONA or ANA constituent member.

Section 2--Expulsion

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

Section 3--Right to Request Review

A member who has been expelled by GCNA, 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 GCNA, 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.

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Section 3--Dues for Membership Year

- a. Dues for a member of GCNA will be as established at any regular or special meeting of this Association by a two-thirds (2/3) vote of the voting body provided the proposed change has been mailed to all members at least four (4) weeks prior to the meeting, 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.

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

There will be a minimum of one meeting per year in addition to the annual GCNA meeting.

Notice of the meeting(s) will be sent to each member at least one month prior to the meeting.

Section 2 – Annual Meeting

The Association shall hold an annual meeting at the time and place decided upon by the Board of Directors.

Section 3 – Special Meetings

Special meetings of this Association may be called by the President upon a majority vote of the Board of Directors or upon the written request of ten (10) members of the Association.

ARTICLE VI

Officers and Duties of Officers

Section 1--Definition of Officers

The officers of GCNA will be president, vice president(s), president elect, secretary and treasurer.

Section 2--Term of Office

A term of office is 2 years. No officer will serve more than two (2) consecutive terms in the same office nor more than eight (8) consecutive years on the Board of Directors. Service for a portion of a term greater than half a term shall be considered a term.

Section 3--Duties of Officers

- a. Duties of the President

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1. The President:
 - a) Chairs the Board of Directors and the Executive Committee;
 - b) Presides over meetings of GCNA;
 - c) Provides for the recording of minutes, the completion of required reports and maintenance of official records; and
2. The President is an ex officio member of all committees except the Nominating Committee.
3. The President serves as GCNA's representative to the ONA Leadership Forum.
4. Serves as GCNA Representative to the Faces of Care 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.
- d) Membership and scholarship committees

c. Duties of the President-Elect

The President-Elect:

- a) Assumes the Presidency should the Vice President be unable to perform the duties.
- b) Assumes the position of President following the completion of the President's two (2) year term.
- c) Serves as GCNA Liaison to ONA Convention.
- d) Bylaws Committee

d. Duties of the Secretary

The Secretary:

- a) Records the meetings of GCNA, the Executive Committee, and the Board of Directors.
- b) Membership and awards

e. Duties of the Treasurer

The Treasurer will:

- a) Review and authorize payment of Any bills of the district;
- b) Provide a fiscal report to the membership;
- c) Keep financial records to allow an audit;
- d) Balance and reconcile revenue and expenses according to GCNA Financial Policies.

f. Delegation of Officer's Duties:

–The Board of Directors will specify how the duties of the work of the Secretary and/or Treasurer shall be specified/delineated.

Section 4 – Vacancies

a. In the event of a vacancy occurring:

1. In the office of President, the Vice President shall become President. If the Vice President is unable to perform the duties of President, the President–Elect will succeed to the office.
2. In the office of President-Elect, there shall be a special election to fill the vacancy.

b. All other vacancies on the Board shall be filled by Board appointment.

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ARTICLE VII Board of Directors

Section 1--Definition of Board of Directors

There will be a Board of Directors of GCNA which consists of thirteen (13) members: the officers of the association and 8 directors.

Section 2--Qualifications

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

- a. Hold current membership in GCNA.
- b. Not serve concurrently as an officer or director of another organization if such participation might result in a conflict of interest with GCNA, 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 two (2) years.
- b. No member of the Board of Directors is eligible to serve more than eight (8) 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 GCNA'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. Unexcused absence from three (3) 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.
- d. Two (2) days' notice must be given to each member of the Board of Directors. Such meetings shall be held at a time and place specified in the notice.

Section 7 -Referendum

- a. A referendum may occur between regular meetings of the Board of Directors when the President refers questions to the Board and 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 GCNA Board of Directors be sent to ONA immediately after their election or appointment.
- c. Transacts the business of GCNA between membership meetings.

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- d. Provides for the proper care of materials, equipment, & funds of the association; payment of legitimate expenses; annual auditing of the books of account; & investment of funds of GCNA.
- 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. Make all other appointments not otherwise provided for and fill vacancies as necessary and as provided for in these Bylaws.
- i. Establishes major administrative policies governing the affairs of GCNA and devise and institute measures for GCNA's growth and development.
- j. Appoints employees of GCNA, defines their duties, fixes their compensation, and evaluates their performance.
- k. Adopts written guidelines for operation of all committees.
- l. Exercises all powers of GCNA not reserved in the Bylaws to the voting body, the officers, and/or other units of the Association.
- m. Provides for the establishment and dissolution of organized clinical, occupational and special interest units, considering such recommendations as may come from the members.

Section 9 - Executive Committee

The President, the Vice President (s), the Secretary, the Treasurer, and the President Elect of GCNA 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 GCNA will be: Nominating, Bylaws, Finance, Community Affairs, Membership, and Professional Development.

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.
- d. Has ~~Not~~ more than two (2) members of this committee shall be employed by the same agency/institution.

As feasible the list should attempt to reflect both the organizational need for candidates and the diversity of the nursing community.

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 GCNA;
- 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.

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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.

Section 5 – Community Affairs Committee

This committee shall:

- a. Evaluate legislation proposed by the federal, state or local government and/or community groups and recommend to the Board of Directors a course of action.
- b. Assess and report the community's political climate as it relates to legislative endeavors of the American Nurses Association and the Ohio Nurses Association.
- c. Recommend to the Board of Directors ways to increase GCNA's volunteer activity in the Greater Cleveland community.

Section 6 – Professional Development Committee

This committee shall:

- a. Assess the needs of the membership and the nursing community for professional programming and recommend to the Board a plan to meet the needs.
- b. Plan the programs for regular meetings of this Association in cooperation with the Board of Directors.
- c. Plan for the coordination of programs offered by the Association.

Section 7 – Membership Committee

This committee shall:

- a. Develop and recommend to the board plans for retaining and increasing membership of this Association.
- b. Communicate the purpose, positions and activities of GCNA to the nursing community to increase membership. [added by committee for review].

ARTICLE IX

Elections

Section 1 – Notification

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

Section 2—Voting

- a. Elections will be held annually 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.
- b. The voting body of this Association shall consist of members who are entitled to cast one vote each in any election or on any matter coming before the meeting.
- c. Each member in good standing in this Association shall be entitled to vote for the election of officers, four (4) directors and four (4) members of the Nominating Committee every year.
- d. Members may vote for persons other than those whose names appear on the ballot by writing in the names of qualified candidates who have consented to serve if elected.
- e. Election procedures shall be established by the Board of Directors to ensure the secrecy of the ballot and that only ballots of members entitled to vote shall be counted.

Section 3--Tellers

The President appoints three (3) tellers. Tellers are to count the votes.

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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.

Section 5 - Nominations

a. For Officers

The President-Elect and the Treasurer shall be elected in the odd years, and the Vice-President and the Secretary shall be elected in the even years.

b. For Directors

Each year four (4) directors shall be elected to serve for two (2) years or until their successors are elected.

c. For the Nominating Committee

Each year four (4) members of the Nominating Committee shall be elected to serve for two (2) years. The Nominating Committee shall be composed of a total of eight members.

Section 6 - Preparation of the Ticket

A ticket shall be prepared consisting of nominees for each position to be filled.

- a. The ticket shall be structured to result in the election of Directors and members of the Nominating Committee that are representative of staff nurses, administrators, educators, and members-at-large.
- b. All nominees shall be selected for qualifications required for, or pertinent to, the office described in these Bylaws.
- c. No nominee shall be included on the ticket without a statement of qualifications and consent to serve if elected.

Section 7 - Presentation of the Ticket

- a. The Nominating Committee shall present a report and its ticket to the Board of Directors at least three (3) months prior to the annual meeting.
- b. The Board of Directors shall make provisions for nominations from the floor at an Association meeting preceding the annual meeting.
- c. A plurality of votes cast by those entitled to vote and voting shall constitute an election. In case of a tie, the choice shall be determined by lot at the annual meeting.

ARTICLE X Representation at Meetings of ONA

Section 1--Biennial Conventions and Special Meetings

GCNA 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

- a. The number of delegates is determined by ONA in accordance with its bylaws. Delegates and their alternates will be elected for two-year terms.
- b. One of the allotted number of delegates shall automatically be the GCNA President.
- c. Delegates may be elected by mail ballot or at any meeting of the Association preceding the Convention or Special Meeting of the Ohio Nurses Association.

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- d. If all the accredited delegates of this Association are not in attendance at a Convention or Special Meeting of the Ohio Nurses Association, alternates shall become delegates in order of votes received in the election, beginning with the alternate who received the highest number of votes.
- e. A list of the names of all delegates and alternates elected by this Association shall be submitted to the headquarters office of the Ohio Nurses Association at least forty-five (45) days prior to the opening day of the Convention or Special Meeting.

ARTICLE XI Amendments

Section 1--With Notice

- a. The GCNA 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 GCNA bylaws may be amended by ninety-nine (99) percent of the members present and voting.

ARTICLE XII Quorum

Section 1—Membership meetings

A quorum for transaction of business at any GCNA membership meeting will consist of 25 members of the Association, 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 GCNA in all cases to which they are applicable and in which they are not inconsistent with GCNA bylaws.

ARTICLE XIV Dissolution

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

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

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ARTICLE XV Official Publication

The official publication of the GCNA is the “Voice”.

ARTICLE XVI Fiscal Year

The fiscal year of GCNA shall be the calendar year.

ARTICLE XVII Special Interest Groups (S.I.G.S.)

Section 1 - Establishment

S.I.G.s may be established by the Board of Directors upon the written request of fifteen (15) or more members.

Section 2 - Composition

S.I.G.s are composed of registered nurses with a special interest who wish to meet on an informal and unstructured basis. A chair shall be elected by the group to act as the facilitator for meetings. The chair shall be a GCNA member.

Section 3 - Purpose

The purpose is to provide opportunity for the exchange of ideas about common concerns when such is not provided through other established units of the Association.

Section 4 - Functions

S.I.G.s may:

- a. Serve as a network for nurses with similar interests.
- b. Promote the continuing education of nurses and promote improvements in practice.
- c. Act in an advisory capacity to the Board of Directors or other units of the Association as appropriate.

Section 5 – Accountability

S.I.G.S. shall report to and be accountable to the Board of Directors.