



**Ohio Nurses Association**

***District Association  
2015 Bylaws***

**Southwestern Ohio Nurses Association**

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# Southwestern Ohio Nurses Association

## 2015 Bylaws Contents

Article I	Name, Purposes and Functions.....	3
Article II	District.....	3
Article III	Membership.....	4
Article IV	Disciplinary Action and Rights of Members.....	5
Article V	Dues.....	5
Article VI	Board of Directors.....	6
Article VII	Officers and Duties of Officers.....	7
Article VIII	District Committees.....	8
Article IX	Nominations and Elections.....	9
Article X	Meetings and Quorum.....	10
Article XI	Representation at Meetings of ONA.....	10
Article XII	Amendments.....	11
Article XIII	Parliamentary Authority.....	11
Article XIV	Dissolution.....	11
Article XV	Official Publication.....	11
Article XVI	Fiscal Year.....	11
Article XVII	Historian.....	11

**ARTICLE I**  
**Name, Purposes and Functions**

**Section 1—Name.** The name of this association shall be the Southwestern Ohio Nurses Association, hereinafter referred to as SONA.

**Section 2—Purposes.** The purposes of this association 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—Functions.**<sup>1</sup> The functions of SONA 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.

<sup>1</sup> *The functions of the district association shall 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.*

**ARTICLE II**  
**Districts**

**Section 1—Definition.** SONA is a designated geographic area approved by the ONA Board in accordance with Board policy and ensures that its bylaws are consistent with the bylaws of ONA and ANA. SONA, designated District 08, includes Brown, Clermont, Clinton, Hamilton and Warren counties.

**Section 2 – Rights of SONA.** It shall be the right of SONA to:

- a. Have representation to the ONA House of Delegates.
- b. Submit proposals for consideration by ONA.
- c. Submit the names of nominees for ONA elective and appointive positions.
- d. Exercise other rights as provided by common parliamentary or statutory law.

**Section 3 – Duties of SONA**

- a. Report to the ONA Board biennially in accordance with ONA Board policy.
- b. Provide for representation in the ONA House of Delegates.
- c. Comply with all provisions of ANA and ONA bylaws

**Section 4 –** In addition to the requirements set forth in paragraph (a) of this section, SONA shall:

- a. Require that all of its members meet the qualification(s) specified in Article III of the bylaws.
- b. Make provision for transfer of membership in accordance with Article III of the bylaws.

- c. Make provision for transfer of membership in accordance with Article III of the bylaws.
- d. Send to the Chief Executive Officer (CEO) of ONA the names and addresses of members of SONA's Board of Directors immediately after their election or appointment.
- e. Submit all amendments to district association bylaws to the ONA bylaws committee in accordance with Board policy.
- f. Ensure that the most recent version of SONA's bylaws is on file with ONA; and
- g. Meet all requirements necessary to maintain legal status as set forth in relevant state and federal laws and regulations.

### **ARTICLE III Membership**

#### **Section 1—Qualifications for Membership.**

- a. The SONA shall consist of registered nurses who live, work (including volunteer work), or are enrolled in a nursing education program in the boundaries of this district 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 ANA Code of Ethics for Nurses or bylaws of SONA, ONA, and/or ANA; and (e) who lives, works (including volunteer work), or is enrolled in a nursing education program within the geographic definition of this district.

#### **Section 3—Establishment of Membership.**

Official notification from ONA of the names of members in SONA, together with payment of

appropriate dues and pertinent service fees, shall establish them as members of SONA provided the individual meets criteria above, Section 2.

**Section 4—Obligations of Members.** Every member will be obligated to:

- a. Uphold the bylaws of SONA, ONA and ANA.
- b. Abide by the ANA Code of Ethics for Nurses as adopted by the ANA Membership Assembly.
- 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 SONA, ONA

**Section 5—Membership Relationships.** Every member of SONA is a member of ONA and has representation in ANA through ONA's membership in ANA. Every member of SONA has representation in the International Council of Nurses (ICN) through ANA's membership in ICN.

**Section 6—Rights of Members.** Every member shall have the right to:

- a. Receive membership verification / notification, the *Ohio Nurses Review*, *The American Nurse*, and any other publications developed by ONA and ANA as a benefit of membership.
- b. Be a candidate for SONA, ONA and ANA elective and appointive positions, in accordance with SONA, ONA and ANA bylaws and policies.
- c. Participate in the election of delegates and alternates to the ONA House of Delegates, and to delegates and alternates to the ANA Membership Assembly, in accordance with established policy and the SONA, ONA and ANA bylaws.
- d. Attend meetings of SONA, of ONA and ANA Houses of Delegates, ONA and ANA conventions, and other unrestricted SONA, ONA and ANA activities.
- e. Submit proposals for consideration by SONA or ONA.
- f. Attend the Congress of the International Council of Nurses.
- g. Affiliate with ONA special interest caucuses 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. Due process.

**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 SONA.**

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

**ARTICLE IV**

**Disciplinary Action and Rights of Members**

Any member the District feels could be subject to Disciplinary Action is to be referred to ONA.

**Section 1—Disciplinary Action**

- a. Any disciplinary action by SONA 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 SONA 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 SONA 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 SONA 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 SONA, ONA or ANA constituent member.

**Section 2—Expulsion.** Expulsion from SONA will result in expulsion from ONA upon official notification by SONA to ONA.

**Section 3—Right to Request Review.** A member who has been expelled by SONA, 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 V**

**Dues**

**Section 1—Payment of Dues.** The dues for SONA and ONA will be paid in accordance with ONA 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. The dues for District shall be calculated for the

- membership year and shall be in addition to ONA dues, fees, and assessments.
- b. The dues amount can increase using the dues amount from the previous year and the Consumer Price Index percentage amount identified at the end of the previous calendar year capped at 3% as determined yearly by the SONA Board of Directors.
- c. Discounted rate categories will be the same as categories noted in ONA bylaws.

**Section 4—Change of Dues Category.** A change in dues category becomes effective at the start of a membership year. No dues will be refunded nor will additional dues be collected when a change in dues category is made during the course of a membership year.

## **ARTICLE VI Board of Directors**

**Section 1—Definition of Board of Directors.** There shall be a Board of Directors of SONA which consists of 9 members: the officers of the district and 5 directors.

**Section 2—Duties of the Board of Directors.** The Board of Directors:

- a. Exercises organizational and fiduciary duties of SONA consistent with ONA and applicable provisions of law;
- b. Establishes policies and procedures for the transaction of business in compliance with Duties of District Associations, as outlined in ONA Bylaws.
- c. Assure that names and addresses of members of the SONA Board of Directors be sent to ONA immediately after their election or appointment.
- d. Transacts the business of SONA between membership meetings.
- e. Provide for the proper care of materials, equipment and funds of SONA; for the payment of legitimate expense; for the annual review of all books of account by a certified public accountant; and for the investment of funds of SONA.
- f. Appoints chairs and members of standing committees and task forces except those

- provided for in the by-laws.
- g. Determines the date and place of all meetings.
- h. Ratifies votes of the Board of Directors secured by referendum.
- i. Has power to fill vacancies on the Nominating Committee and the Board of Directors, except those occurring in the office of president and vice president. Such vacancy will be determined by a majority vote of the board.
- j. Establishes major administrative policies governing the affairs of SONA and devise and institute measures for SONA's growth and development.
- k. Appoints employees of SONA, define their duties, fix their compensation, and evaluate their performance.
- l. Adopts written guidelines for operation of all committees/task forces.
- m. Identifies methods/activities to recruit and retain members.

**Section 3—Eligibility.** To be eligible to serve on the Board of Directors, a person must:

- a. Be a member in good standing;
- b. Not serve concurrently as an officer or director of another organization if such participation might result in a conflict of interest with SONA, ONA or ANA.
- c. Support all programs of the district and ONA; and
- d. Meet the requirements set forth in these bylaws with respect to term or length of service limitations.

**Section 4—Authority.** The Board of Directors shall have the authority delegated to it by the members at their annual meeting, including the duty and power of acting for the membership in the intervals between meetings of the House of Delegates, and other duties and powers as defined in these bylaws.

**Section 5—Accountability.** The Board of Directors will report and be accountable to the membership.

**Section 6—Term of Office.**

- a. A term of office is two (2) years.

- b. No member of the Board of Directors shall be eligible to serve more than six (6) consecutive years.

**Section 7—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 effect on SONA's goals, as appropriate under parliamentary authority or applicable law.
- b. Regular Board Meetings: The Board of Directors will meet at times and places as determined by the Board of Directors.
- c. Special Board Meetings: Special meetings of the Board of Directors may be called by the president or upon written request of at least two thirds of the Board of Directors. Notice of a special meeting, with the time and place of the meeting, shall be given by e-mail or telephone.

**Section 8—Attendance**

- a. Absence from Board Meetings: Absence from two (2) consecutive or more than three (3) meetings within one (1) year will be cause for declaring a vacancy in the board position. Notification to delinquent Board member will be made in writing 30 days in advance of Board vote to fill vacancy. Such vacancy will be determined by a majority vote of the board.
- b. Absent board members may vote via evote on board business when a quorum was not present. Lack of a response to an evote is considered an affirmative vote.

**Section 9—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 10—Executive Committee.**

- a. The president, vice president, secretary and

treasurer of SONA shall be the Executive Committee.

- b. The 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.
- c. The committee shall oversee the operations of headquarters.

**ARTICLE VII**

**Officers and Duties of Officers**

**Section 1—Definition of Officers.** The officers of SONA shall be president, vice president, secretary and treasurer.

**Section 2—Term of Office.** A term of office is two (2) years. No officer shall serve more than two (2) consecutive terms in the same office. Service of a portion of a term greater than half shall be considered a term. No officer may serve more than six (6) consecutive years as an officer or member of the Board of Directors. An exception is an officer serving a year within the six year time period who will complete the term of office within the subsequent year.

**Section 3—General Duties of Officers.**

- a. Officers shall perform the duties usually performed by such officers in addition to those prescribed by these bylaws or by the Board.
- b. Serve on the Executive Committee

**Section 4—Duties of the President**

- a. The president:
  - 1. To be eligible for the office of the president a nominee must currently or have previously served on the Executive Board or Board of Directors and be an active member of SONA.
  - 2. Shall chair the Board of Directors and the Executive Committee.
  - 3. Presides over meetings of SONA;
  - 4. Provides for the recording of minutes, the completion of required reports and maintenance of official records.

5. May delegate assignments to the officers and Board of Directors; and
  6. Serves as SONA representative to the ONA Leadership Forum.
  7. The president shall be designated as a delegate to the ONA Convention.
- b. The president is an ex-officio member of all committees except the Nominating Committee

**Section 5—Duties of the Vice President**

- a. Assumes the duties assigned to the office 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. Shall chair the Bylaws Committee.

**Section 6—Duties of Secretary**

The secretary shall be responsible for recording meetings of SONA, the Executive Committee, and the Board of Directors.

**Section 7—Duties of Treasurer**

- a. Assure payment of bills of the district approved by the Board of Directors
- b. Provide a fiscal report to the membership and to the Board of Directors
- c. Keep financial records to allow an audit;
- d. Balance and reconcile revenues and expenses
- e. Report to the Board of Directors the financial standing of SONA at each BOD meeting.

**Section 8—**All officers, upon expiration of their term of office, shall surrender to the president all property in their possession to their respective offices.

**ARTICLE VIII  
District Committees**

**Section 1—The Committees.** The committee(s) of SONA will be: Nominating, Bylaws, Finance, Human Rights, Health/Legislative and Program. Committees shall present written annual reports to the membership at the annual meeting.

**Composition of Committees:** Committees shall be

composed of at least three members.

**Term of Appointment:** Committees will serve a one year term and be appointed, except the Nominating Committee, at or immediately after each annual meeting.

**Section 2—The Nominating Committee:** The Nominating Committee

- a. Consists of three 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 committee shall:

- a. Be chaired by the vice president.
- b. Reviews bylaws biennially for conformity to ONA bylaws.
- c. Solicit and review proposed amendments to the bylaws of SONA.
- d. Submit proposed amendments to the Board of Directors for approval.
- e. Submit amendments approved by the Board of Directors to the membership for vote.

**Section 4—Finance Committee.** The committee shall:

- a. The Finance Executive committee should include at least treasurer and 2 other members as minimum. Treasurer chairs, president, and someone with experience in financial management appointed by the president.
- b. Prepares the annual budget for the association.
- c. Monitors the income and expenditures of all funds of the association
- d. Advises the BOD on expenditures and investments.

**Section 5—The Human Rights Committee.** The committee shall:

- a. Assist persons in SONA in understanding,



accepting and respecting societal differences which focus on the inherent dignity of individuals.

- b. Engage in educational efforts which focus on the inherent dignity and cultural diversity of individuals.
- c. Review reports of incidents of discrimination in health care; investigate such reports and take appropriate action including referral to units of ONA or to governments or community agencies regarding incidents of discrimination.

**Section 6—Health/Legislative Committee.** The committee shall:

- a. Educate members in the political process.
- b. Evaluate proposed federal, state and local legislation for its implications for nurses, nursing and health and take appropriate action consistent with policies of the SONA Board of Directors.
- c. Assist in promoting ONA political and legislative programs.
- d. Educate legislators about nursing and health care.
- e. Promote legislative activity among membership.
- f. Advise the Board of Directors on legislative matters.

**Section 7—The Program Committee.** The committee shall:

- a. Coordinate an annual calendar of events for all SONA program activities.
- b. Prepare delegates for convention in regard to candidates and issues.
- c. Develop and coordinate educational programs for SONA.
- d. Coordinate contact hour activities of the organization.
- e. Publish the SONA newsletter.

**Section 8—Task Force.** A task force is a temporary group assigned, by the Board of Directors, to achieve a specific outcome over a specified period of time using a specific process for the purpose of facilitating rapid action in response to organizational objectives.

**Section 9—Chairs of Committees, Task Forces and/or other appointed representatives shall be**

encouraged to attend Board meetings without voting privileges.

## **ARTICLE IX Nominations and Elections**

### **Section 1—Nominations**

- a. Participation in Nominating Procedure: The nominating committee shall ask members to submit names of members who are qualified and willing to serve as officers, directors, members of the Nominating Committee and ONA delegates. With the exception of serving as ONA delegate or alternate, members shall be eligible to serve in only one elective office in SONA at any one time.
- b. Preparation of the Ticket: The committee shall prepare a ticket consisting of at least one nominee for each position to be filled. In preparing the ticket, the Committee will:
  - 1. Carefully consider the names submitted but not be limited to selections from such names.
  - 2. Observe all provisions of SONA bylaws which relate to the eligibility of nominees.
  - 3. The ticket should represent the diversity of the membership.
- c. Ballot Structure:
  - 1. The president and treasurer shall be elected in the even-numbered years.
  - 2. The vice president and secretary shall be elected in the odd-numbered years.
  - 3. Directors shall be elected annually for two (2) years or until their successors are elected or appointed.
  - 4. The Nominating Committee shall be elected annually to serve for one (1) year.
  - 5. Delegates and alternates to conventions and special meetings of ONA shall be elected in the odd years. The number of nominees receiving the highest number of votes shall be declared elected as delegates. The number of nominees receiving the next highest number of votes shall be declared elected as alternates.
- d. Eligibility of Nominees. No nominee shall appear on the ticket without a statement of qualifications and consent to serve, if elected.
- e. Presentation of the Ticket. The ticket prepared

by the Nominating Committee shall be presented to the Board of Directors for information and then be mailed, by postal service or electronically, to the district association members at least one month prior to the annual meeting

### **Section 2—Elections**

- a. Notification. Members will be notified in advance of ballot and voting procedures.
- b. Voting. 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.
- c. Tellers are to count the vote and sign a statement attesting to the results of each election. The president appoints 3 tellers, designating a chief teller. Tellers should have no vested interest in the outcome of the elections.
- d. Recording Keeping. All ballots and other records pertaining to the election will be preserved for one year after the election and then destroyed.
- e. An election may be challenged if a candidate reasonably believes that the election results are inaccurate or that there is a violation of the election process.

## **ARTICLE X Meetings and Quorum**

### **Section 1—District Meetings**

#### **Annual Membership Meetings.**

- a. SONA shall hold an annual meeting. The Board of Directors shall determine the time and place of the annual meeting.
- b. Notice of the meeting shall be sent to each member at least one month prior to the meeting.

#### **Regular Membership Meetings.**

- a. There shall be at least two (2) regular meetings of SONA each year including the annual meeting.
- b. Notice of meetings shall be sent to each member at least two (2) weeks prior to the meeting.

#### **Special Membership Meetings.**

- a. Special meetings of SONA may be called by the SONA Board of Directors, the President, or upon written request of one hundred (100)

SONA members.

- b. Notice of each special meeting will be sent to each member at least seven (7) days in advance of the meeting.

### **Section 2—Quorum**

A quorum for transaction of business at any membership meeting will consist of 1% members and 3 members of the Board of Directors, one of whom will be the president or other officer.

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

## **ARTICLE XI Representation at Meetings of ONA**

**Section 1—Biennial Conventions and Special Meetings.** SONA 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 XII Amendments**

### **Section 1—With Notice.**

- a. The SONA 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, by postal service or electronically, 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 SONA bylaws may be amended by 99 percent of the members present and voting.

**ARTICLE XII**  
**Parliamentary Authority**

The rules contained in Robert's Rules of Order Newly Revised shall govern meetings of SONA in all cases to which they are applicable and in which they are not inconsistent with SONA bylaws.

**ARTICLE XIV**  
**Dissolution**

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

In the event of the dissolution of SONA, any cash, pertinent documents, or real assets accumulated by SONA 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**

SONA shall have an official publication for communication.

**ARTICLE XVI**  
**Fiscal Year**

The fiscal year of SONA shall be from July 1 through June 30.

**ARTICLE XVII**  
**Historian**

The historian shall be appointed by the SONA Board of Directors and shall:

- a. Organize, catalog and maintain SONA archival materials.
- b. Add acquisitions of historical significance to the collection as they are obtained.
- c. Plan activities to raise awareness of the history of the organization among members and the community.