



# 2008 Bylaws

New Jersey State Nurses Association  
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## **ARTICLE I NAME, PURPOSES, FUNCTIONS & AFFILIATIONS**

### **Section 1. NAME**

The name of this incorporated Association shall be the New Jersey State Nurses Association, hereinafter referred to as NJSNA.

### **Section 2. PURPOSE**

- a. The purpose of the NJSNA shall be 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;
  4. Advance the economic and general welfare of nurses.
- b. These purposes shall be enhanced by a deliberate inclusion of all registered nurses regardless of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion or sexual orientation.

### **Section 3. FUNCTIONS**

The functions of NJSNA shall be to:

- a. Analyze, predict, and influence the delivery of health care;
- b. Advocate for the health care of the consumer;
- c. Establish, publicize, and evaluate standards of nursing practice and policy;
- d. Encourage and monitor adherence to the Code of Ethics for Nurses as established by the American Nurses Association (ANA);
- e. Encourage utilization of nursing research findings;
- f. Initiate, promote, and monitor legislation and educate nurses in regard to legislative action;
- g. Represent and speak for nurses;
- h. Promote the continuing professional development of nurses;

- i. Promote and protect the economic and general welfare of nurses;
- j. Provide for representation in ANA.
- k. Promote relationships with the New Jersey Nursing Students Association.

### **Section 4. AFFILIATION**

NJSNA is a constituent member of ANA and shall pay dues to ANA in accordance with policies adopted by the ANA House of Delegates. The dual members of the NJSNA shall continue to have all rights of membership in the American Nurses Association as provided in the ANA bylaws until such time as 2/3 of the entire NJSNA dual membership votes to disaffiliate from the ANA. The vote may occur by mail or electronic ballot, with appropriate notice and procedures to protect the integrity and validity of the vote.

## **ARTICLE II MEMBERSHIP AND DUES**

### **Section 1. COMPOSITION**

NJSNA shall consist of members of Regional Associations, each of whom shall hold concurrent membership in a Regional Association. Membership shall be unrestricted by consideration of age, color, creed, disability, health status, lifestyle, nationality, race, religion, sexual orientation or gender.

### **Section 2. CATEGORY OF MEMBERSHIP**

- a. Dual – Registered Nurses who are members of NJSNA and ANA.
- b. Direct
  1. Direct only members. Registered nurses who work or live in NJ may join New Jersey State Nurses Association at the state level only, at any time and for such periods of time that direct only membership is sanctioned by a written agreement with the American Nurses Association. This membership does not entitle the registered nurse to belong to or receive benefits from the ANA at the national level.

2. Direct only members shall be entitled to:
    - 2.1) a membership card
    - 2.2) be a candidate for New Jersey State Nurses Association appointed and elected positions.
    - 2.3) attend all New Jersey State Nurses Association meetings
    - 2.4) Vote at the New Jersey State Nurses Association Annual Meeting.
    - 2.5) Direct members may not be a candidate nor vote for ANA elective office.
    - 2.6) Direct members may not run for the office of NJSNA Delegate at ANA Convention, State President or President Elect because of the duties of ANA Delegate responsibilities.
- Dues for direct only members shall be established as specified in these bylaws in Article II, Section 7 b, c, d, only.
- c. Bi-State – Registered Nurses who are members of NJSNA, NYSNA or any constituent member of ANA.

### **Section 3. QUALIFICATIONS**

- a. A member is one:
  1. Who has been granted a license to practice as a registered nurse in at least one state territory, possession 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,
  2. Whose application for membership has been accepted in accordance with Association policy, and
  3. Whose dues are not delinquent, and
  4. Whose membership is not under revocation for violation of the Code of Ethics for Nurses, ANA, or NJSNA Bylaws.

### **Section 4. RIGHTS OF MEMBERS**

Every dual and bi-state member shall have the right to:

- a. Receive a membership card and The American Nurse.
- b. Be a candidate for ANA and NJSNA elective and appointed positions.

- c. Participate in the election of delegates and alternates to the ANA House of Delegates in accordance with the ANA Bylaws.
- d. Attend the meetings of the ANA House of Delegates, the convention and other unrestricted ANA activities.
- e. Attend the Congress on the International Council of Nurses.
- f. To attend all NJSNA meetings.
- g. To vote in NJSNA elections.

### **Section 5. OBLIGATIONS OF MEMBERS**

- a. Every dual and bi-state member shall be obligated to:
  1. Uphold the bylaws of ANA and NJSNA.
  2. Abide by the ANA Code of Ethics for Nurses as adopted by the ANA House of Delegates.
- b. Direct only members – every member shall be obligated to:
  1. Uphold the Bylaws of New Jersey State Nurses Association
  2. Abide by the ANA Code of Ethics for Nurses

### **Section 6. DISCIPLINARY ACTION**

- a. Members shall be subject to censure or expulsion by this Association for violation of the ANA Code of Ethics for Nurses or for violation of the bylaws of ANA, this Association or its Regional Association.
- b. Disciplinary action by another ANA constituent member against one of its individual members shall be given full recognition and enforcement provided that such action was taken in accordance with the disciplining constituent member's bylaws and disciplinary procedures.
- c. Members who hold membership in other unions and/or act an agent of a directly competing labor organization may be asked to show that no conflict of interest exists regarding the policies and goals of NJSNA as compared to the policies and goals of another union or unions. Hearing may be requested for discussion of an alleged conflict of interest.
- d. No such action shall be taken against a member except for non-payment of dues, until such member shall have been served with

- specific charges, given a reasonable time to prepare any defense, and afforded a full and fair hearing.
- e. The Executive Committee of the Board of Directors will consult with the Congress on Policy & Practice for interpretation of the ANA Code of Ethics for Nurses.
  - f. A member shall have the right of appeal from a decision of the Congress on Policy & Practice and must request within 30 days after receipt of written notification of said decision by the Board of Directors of this Association pursuant to common parliamentary and statutory law. Failure to make the aforesaid request within 30 days after receipt of written notification shall preclude a review or further action of this Association.
  - g. A member expelled under the provisions of this section shall be eligible for reinstatement after one year upon application to the Congress on Policy & Practice and its subsequent approval thereof.

#### **Section 7. DUES**

- a. The annual dues for a member of New Jersey State Nurses Association will reflect the following: ANA assessment, New Jersey State Nurses Association dues, regional dues, and Interested Nurses Political Action Committee (INPAC) assessment as delineated by their category of membership.
- b. The membership shall establish the dues at an annual meeting and the dues will be reviewed annually by the Board of Directors of the Association and may be adjusted to reflect inflation at a rate not to exceed ten (10 %) percent.
- c. 7% of the New Jersey State Nurses Association annual dues is a voluntary contribution to the INPAC. A member may decline to donate to the INPAC and instead designate that the 7% go into the general fund of New Jersey State Nurses Association.
- d. The forfeit of all membership rights shall occur if dues are not paid as required by current policy.
- e. Members who qualify for one of the following categories may elect to pay fifty (50%) percent of the annual dues.
  - 1. Nurses who are not employed.
  - 2. Registered nurse students in full time study.

- 3. Graduates of basic nursing programs for a first year of membership if initiated within one year following receipt of licensure.
- 4. Nurses sixty-two years of age or older who are not earning more than Social Security allows without loss of Social Security payments.
- f. Member's sixty-two years of age who are not employed may elect to pay twenty-five (25%) percent of the annual dues.
- g. Members who have been active fifty years or more shall be Honorary Members. Membership for Honorary Members will be paid by this Association.
- h. The NJSNA shall continue to pay dues to the ANA pursuant to the ANA bylaws and House of Delegates policy until such time as 2/3 of the entire NJSNA dual membership votes to disaffiliate from the ANA. The vote may occur by mail or electronic ballot, with appropriate notice and procedures to protect the integrity and validity of the vote.

#### **Section 8. CHANGE OF DUES CATEGORY**

No monies shall be refunded or additional monies collected when a change in dues category is made within a membership year.

#### **Section 9. TRANSFER**

A member who has completed full payment of dues may transfer to another region within NJSNA or from another SNA to NJSNA without payment of additional dues for the remainder of the membership year. NJSNA is not required to refund dues already paid by a member who transfers to another ANA constituent nurses association.

#### **Section 10. DUES PAYMENT METHOD**

- a. Payroll deduction programs and other plans for payment of membership dues shall be permitted upon approval of the Board of Directors.

- b. Participants in payroll deduction and other plans for installment payment of membership dues shall be considered members in good standing for the dues year upon payment of current installment.

## **ARTICLE III REGIONAL ASSOCIATIONS**

### **Section 1. DEFINITION**

A Regional Association is a geographic branch of this Association.

### **Section 2. BOUNDARIES**

Boundaries of Regional Associations shall be clearly defined and recorded by the Board of Directors of this Association. Boundaries may be changed by a two-thirds vote of the membership by a secret ballot in conjunction with NJSNA elections.

### **Section 3. QUALIFICATIONS**

A Region, which hereinafter is organized under NJSNA, shall have and maintain a constitution and bylaws upon approval by a majority vote of the Board of Directors.

### **Section 4. AREAS OF CONFORMITY**

Each Region in order to become and remain a Region of NJSNA shall:

- a. Adopt and maintain bylaws that:
  - 1. Conform to the purposes as specified in Article 1, Section 2.
  - 2. Provide that all members hold concurrent membership in NJSNA and a Regional Association.
  - 3. Each Region shall provide for out-of- state members.

### **Section 5. DUTIES**

It shall be the duty of each Regional Association to:

- a. Send to the Secretary of this Association the names and addresses of all officers and committee chairpersons of the Regional Association immediately following their election or appointment.
- b. Adopt and maintain bylaws upon approval of the NJSNA Board of Directors which shall be consistent with the NJSNA bylaws and keep this Association supplied with complete and current copies of same.
- c. Submit prior to adopting any proposed amendments to its bylaws said amendments to NJSNA Bylaws Committee for review.
- d. Submit a list of nominees to the Committee on Nominations of this Association for delegates and alternates to the ANA House of Delegates.
- e. Report to NJSNA as may be required by the Board of Directors in order to comply with these bylaws.

### **Section 6. DISQUALIFICATION**

- a. A Regional Association which fails to comply with the requirements of these bylaws, or for other cause deemed sufficient, may be disqualified as a Regional Association by a two-thirds vote of the Board of Directors, provided due notice has been given the Regional Association at least three months before the vote is taken.
- b. Disqualification of a Regional Association shall result in revocation of its charter and all rights and privileges pertaining thereto as such region of this Association.
- c. The Regional Association shall have the opportunity for a hearing with the NJSNA Board within said three-month period.

### **Section 7. REINSTATEMENT**

A Regional Association, which has been disqualified, may be reinstated by a two-thirds vote of the Board of Directors.

## **ARTICLE IV BOARD OF DIRECTORS**

## **Section 1. DEFINITIONS**

The Board of Directors is composed of elected members and serves as the agent for the NJSNA membership.

## **Section 2. FUNCTIONS**

The business and affairs of the Association shall be managed by or under the direction of the Board of Directors and the Board of Directors shall have the following specific duties and responsibilities:

- a. Develop, promulgate and implement a strategic plan for the Association.
- b. Establish policies governing the affairs of the Association and devise and promote measures for the Association's growth and development.
- c. Insure that the Association addresses ethical and human rights issues related to nursing practice, education, research and operation of the Association.
- d. Exercise the corporate responsibility and fiscal duties of the Association consistent with applicable provisions of the law.
- e. Appoint and define the authority and responsibilities of the Chief Executive Officer.
- f. Establish financial policies and procedures, adopt the budget, submit all books annually to a certified public accountant for audit and present an annual financial statement to the membership.
- g. Establish policies and procedures for the operation and maintenance of state headquarters.
- h. Assume responsibility in regard to Regional Associations as specified in Article II.
- i. Appointment powers:
  1. Fill any vacancy on the Committee on Nominations, the Board of Directors, and any office except a vacancy occurring in the office of the President or President-Elect.
  2. Approve the appointment of standing committees and ad-hoc committees as the need for them arises.
  3. Appoint a consultant to the New Jersey Nursing Students.

4. Make all other appointments not otherwise provided for in these bylaws.

5. Submit to the Governor a list of qualified members recommended for appointment to the New Jersey Board of Nursing.

## **Section 3. COMPOSITION**

The Board shall consist of the officers of the Association; the Chairperson of the Congress on Policy and Practice, the nine Directors, the immediate Past President and Regional Presidents.

- a. The five officers shall be: President, President-Elect, Vice President, Secretary, and Treasurer.
- b. The Chairperson of the Congress on Policy and Practice shall have voice and vote at all meetings. If a Chairperson is unable to attend a meeting, the Congress shall send the member of that Congress so elected by the Congress to assume chair duties in the absence of the Chairperson. The designee shall have voice and vote.
- c. At least three of the nine Directors shall be staff nurses.
- d. The Presidents of the Regional Associations of NJSNA shall have voice and vote at all meetings of the NJSNA. If a Regional President is unable to attend a meeting, the region shall send the elected President-Elect or Vice President as outlined in the Regional Bylaws. The designee shall have voice and vote.
- e. The immediate Past President shall serve as a member of the Board of Directors for two years. The immediate Past President shall have the rights and privileges of a member of the Board, except he/she shall not serve in any other office.

## **Section 4. VACANCIES**

The absence of any member from the Board of Directors from two consecutive meetings shall be referred to the Executive Committee for review and action. Special hearings thereon will be held by the Executive Committee on request.

## **Section 5. TERMS OF OFFICE**

- a. Each Director shall serve for a term of three years with three directors being elected each year, at least one of whom shall be a staff nurse.
- b. No Director shall serve more than two consecutive terms. A Director who has served more than half a term shall be considered to have served a term.
- c. No Officer or Director elected by the general membership shall serve more than eight (8) consecutive years on the Board of Directors. The office of President and Past President are not included in the eight-year period.

## **Section 6. CONFLICT OF INTEREST**

- a. No Director shall serve concurrently as an Officer or Director of any other state nursing organization if such participation results in conflict of interest with NJSNA as determined by the Board.
- b. Any member of the Board of Directors or staff of NJSNA, who will derive any profit or gain, directly or indirectly, by reason of membership on the Board of Directors, or for services to the Association, shall declare such interest to the Association and will refrain from participating in any decision on such matters. The individual's abstention from vote and reason for it will be recorded.

## **Section 7. MEETINGS**

- a. Regular meetings of the Board of Directors shall be held prior to the annual meeting and at such other times and places as shall from time to time be determined by action of the Board.
- b. Special meetings of the Board of Directors may be called by the President on at least three days' notice to each member of the Board either personally, by mail, telegraph or telephone, and shall be called by the President on like notice or upon written request of five or more members of the Board of Directors. Special meetings shall be held at the time and place as may be specified in the notice thereof.

## **Section 8. QUORUM**

A majority of the Board shall constitute a quorum at any meeting of the Board. A quorum of the Board shall be majority of the elected Directors and Officers not including the Regional Association Presidents or Congress Chairs.

## **Section 9. EXECUTIVE COMMITTEE**

There shall be an Executive Committee of the Board of Directors composed of the President, President-Elect, Vice President, Secretary and the Treasurer of the Association. This committee shall have all powers of the Board of Directors to transact business of an urgent nature between board meetings. All transactions of this committee shall be reported at the next regularly scheduled meeting of the Board of Directors. A majority of the membership of this committee shall constitute a quorum.

## **ARTICLE V. OFFICERS**

### **Section 1. OFFICERS**

The Officers of the Association shall be:

- a. President
- b. President-Elect
- c. Vice President
- d. Secretary
- e. Treasurer

### **Section 2. TERMS OF OFFICE**

- a. The President shall serve a term of two years and may not serve consecutive terms except in the event a President-Elect fills a vacancy in the office of President.
- b. The President-Elect shall be elected for a term of two years in the even numbered years and automatically becomes President.

- c. The Vice President shall be elected for a term of two years in the odd numbered years and shall serve no more than two consecutive terms.
- d. The Secretary shall be elected for a term of two years in the odd numbered years and shall serve no more than two consecutive terms.
- e. The Treasurer shall be elected for a term of two years in even numbered years and shall serve no more than two consecutive terms.

### **Section 3. VACANCIES**

- a. In the event of a vacancy occurring in the office of President, the President-Elect shall serve as President until a successor is elected.
- b. All other vacancies and officers' positions shall be filled by the Board of Directors.

### **Section 4. CONFLICT OF INTEREST**

No Officer shall serve concurrently as an Officer or Director of any state nurses association if such participation results in conflict of interest with NJSNA as determined by the Board.

### **Section 5. DUTIES AND RESPONSIBILITIES**

- a. The Officers of this Association shall perform the duties prescribed by these bylaws and such other duties as may be required by the Association or by its Board of Directors.
- b. All Officers upon expiration of their respective terms of office shall forthwith surrender all property in their possession pertaining to their office to state headquarters.
- c. The **President** shall:
  - 1. Serve as Chairperson of the Board of Directors and Executive Committee.
  - 2. Appoint standing and special committees with the approval of the Board of Directors.

- 3. Serve as ex-officio member of all committees, except the Committee on Nominations.
- 4. Serve with the Chief Executive Officer as representative of this Association at meetings of the ANA Constituent Assembly. In case of inability of either to attend, the President may appoint alternates.
- 5. Serve as an elected delegate to the ANA House of Delegates.
- 6. Preside at all meetings of the Association and conduct them by a formal order of business.
- 7. Deliver an annual address.
- 8. Perform all other duties of the office.
- d. The **President-Elect** shall:
  - 1. Serve as an elected delegate to the ANA House of Delegates.
  - 2. Assume all duties of the President in the President's absence.
  - 3. Assume such duties as assigned to them by the President or the Board of Directors of this Association.
- e. The **Vice President** shall:
  - 1. Assume all duties of the President-Elect in the President-Elect's absence except serve as ANA Delegate only if personally elected.
  - 2. Act as chairperson for any Task Force appointed by the President to advise the Board on new policies regarding membership and communication.
  - 3. Act as chairperson for the Awards Committee.
- f. The **Secretary** shall:
  - 1. Keep the minutes of all meetings of the Association, the Executive Committee and Board of Directors.
  - 2. Preserve all papers, letters and transactions of the Association and have custody of the corporate seal.
  - 3. Submit a report to the Association at each annual convention.
  - 4. Notify all Officers, Directors and committees of their election or appointment.
  - 5. Send to the ANA headquarters within one month after final adoption, complete and up-to-date copies of all amendments to the bylaws of NJSNA; copies of each new addition to the Articles of Incorporation and bylaws are to be sent whenever the same are printed.

6. Present to the Board of Directors all applications of geographic nurses' Associations for recognition as part of this Association.-
- g. The **Treasurer** shall:
  1. Receive and have charge of all funds of the Association, deposit such funds in a bank designated by the Board of Directors and disburse as may be ordered by the President of the Board of Directors.
  2. Report to the Board of Directors the financial standing of the Association whenever requested to do so and make a full report to the Association at each annual meeting.
  3. Have all books of accounts audited annually by a certified public accountant.

## **ARTICLE VI. MEETINGS OF THE ASSOCIATION**

### **Section 1. ANNUAL MEETING**

- a. There shall be an annual meeting of the Association.
- b. Notices of the annual meeting shall be mailed to membership at least 30 days before the first day of the annual meeting.
- c. Quorum: Five members of the Board of Directors and two percent of the membership rolls, as of the 1<sup>st</sup> day of the month prior to the annual meeting; and representatives from at least fifty percent (50%) of the regions shall constitute a quorum.

### **Section 2. SPECIAL MEETING**

- a. Special meetings of this Association may be called by the Board of Directors and shall be called by the President upon written request of the majority of the Regional Associations. No business other than that specified in the call thereto, shall be considered at any special meeting.

### **Section 3. VOTING**

- a. Each member who is present and in good standing shall be entitled to one vote.

## **ARTICLE VII NOMINATIONS AND ELECTIONS**

### **Section 1. COMMITTEE ON NOMINATIONS**

The Committee on Nominations shall consist of seven persons elected as follows:

- a. Three members are to be elected for two years in the odd numbered years. The member receiving the highest number of votes shall be Chairperson-Elect for the first year and
- b. Four members are to be elected for two years in the even numbered years. The member receiving the highest number of votes shall be the Chairperson-Elect for the first year and the Chairperson for the second year of the term.

### **Section 2. NOMINATIONS**

- a. Any member of this Association may submit names of a candidate for office, if the person is qualified and willing to serve.
- b. The Committee on Nominations shall prepare a slate consisting of at least two nominees for each office to be filled.
- c. The Nominations Committee shall publish the slate in the *New Jersey Nurse* before the election period.
- d. The biography of each nominee shall be included with the ballot.
- e. The Committee on Nominations shall request from the Regional Associations and members of this Association the names of members qualified to serve as delegates or alternates for delegates to the ANA House of Delegates. The number of delegates elected shall be in accordance with the formula specified in the ANA Bylaws.

Adjustments in the number of delegates needed will be reflected on the ballot. Each delegate and alternate shall be elected for a two-year term or until a successor is elected. A delegate shall not serve for more than two consecutive terms, exclusive of the President, President-elect, and CEO. Alternate

delegates who serve more than one year shall be considered to have served a term.

- f. If the name of a member of the Committee on Nominations is submitted as a suggested candidate for the ballot of this Association with the permission of that member, said member shall resign from the committee.

### **Section 3. ELECTIONS**

- a. Elections shall take place in a secret ballot to go out not later than June 10<sup>th</sup> by first class mail; to be returned three weeks from date of mailing.
- b. Elections may take place on-line through an electronic confidential password required member's only site.
- c. Voting shall not be limited to nominees on the ballot. Voters may write in on the official ballot, the names of other eligible candidates.
- d. Votes shall be counted and results reported to the membership via New Jersey Nurse.
- e. A plurality vote shall constitute an election. In case of a tie, the choice shall be determined by lot.
- f. Terms of office shall be from August 1—July 31.
- g. All ballots and other records shall be preserved for two years.

### **Section 4. ELECTION POLICIES AND PROCEDURES**

Nominations and election policies and procedures shall be determined by the Board and shall be consistent for all units of NJSNA.

### **Section 5. COMMITTEE ON ELECTIONS**

A member shall be appointed by the Board of Directors to oversee the election process. This person will report the results to the membership.

## **ARTICLE VIII STANDING COMMITTEES**

### **Section 1. DEFINITIONS**

- a. Standing Committees shall be:
  - 1. Bylaws (Section 4)
  - 2. Continuing Education (Section 5)
  - 3. Convention (Section 6)
  - 4. Planning and Budget (Section 7)
  - 5. Resolutions and Reference (Section 8)

### **Section 2. COMPOSITION**

- a. Standing Committees shall be composed of a minimum of 5 members of the Association.
- b. Members of a standing committee, unless otherwise specified herein, shall be appointed annually, for a two-year term with eligibility for reappointment for one consecutive term.
- c. Approximately half of the members shall be appointed on even years while the other half of the committee membership shall be appointed on odd years.
- d. A majority of the membership of the committee shall constitute a quorum.

### **Section 3. VACANCIES**

- a. The absence of a member from two consecutive meetings shall be referred to the Board of Directors for review and action.
- b. All vacancies shall be filled through appointment by the President with the approval of the Board.

### **Section 4. BYLAWS COMMITTEE**

- a. Consists of at least one member from each Region.
- b. Suggest and receive all proposed amendments to these bylaws.
- c. Reviews the Articles of Incorporation and/or bylaws of any nurses association wishing to become a Regional Association.
- d. The committee shall report its findings to the Board of Directors of this Association whose decision as to the acceptability of the Association as a Regional Association shall be final.

- e. Advises Regional Associations concerning proposed amendments to their Articles of Incorporation and bylaws in order that these may be kept in conformity with these bylaws and those of ANA.

**Section 5. CONTINUING EDUCATION COMMITTEE**

- a. The Committee on Continuing Education:
  - 1. Consists of five members. The majority shall have a minimum of a Masters Degree in Nursing and be currently involved in nursing practice, education, or research.
  - 2. Promote approved continuing education available to Registered Nurses in New Jersey.
  - 3. Implement ANA Standards for Continuing Education.
  - 4. Formulate policy regarding continuing education for the Approver Units.

**Section 6. CONVENTION COMMITTEE**

- a. The Committee on Convention:
  - 1. Consists of six (6) representatives from New Jersey State Nurses Association and representatives of those New Jersey Nursing organizations which have entered into an agreement, with NJSNA Board approval, to present a joint New Jersey Nursing Convention.
  - 2. Assesses and suggests sites for the annual meeting for approval by the Board of Directors.
  - 3. Develops the theme of the annual meeting and selects the keynote speaker.
  - 4. Prepares the convention program.
  - 5. Provides for and coordinates all aspects of the convention including:
    - 5.1) Exhibits
    - 5.2) Banquets/meals
    - 5.3) Evaluation
    - 5.4) Report to the Board

**Section 7. PLANNING AND BUDGET COMMITTEE**

- a. Consists of the Treasurer of this Association who shall serve as Chairperson and four other members consisting of:
  - 1. Current President,
  - 2. President-Elect,
  - 3. Two New Jersey State Nurses Association members appointed by the chair of the Planning and Budget Committee-at least one of who must be a member of the Board of Directors.
- b. Prepares an annual budget, advises as to expenditures and investments of funds and reports the same to the Board of Directors at meeting.

**Section 8. RESOLUTIONS AND REFERENCE COMMITTEE**

- a. Consists of one representative of each Region of the Association.
- b. Suggests, screens, and develops all proposed resolutions and references and submits same to the membership at the annual meeting.

**ARTICLE IX. NEW JERSEY STATE NURSES ASSOCIATION INTERESTED NURSES POLITICAL ACTION COMMITTEE**

**Section 1. PURPOSE**

The New Jersey State Nurses Association Interested Nurses Political Action Committee (INPAC) is the nonpartisan political action committee of NJSNA.

**Section 2. ACCOUNTABILITY**

- a. INPAC shall operate under its own bylaws, and shall be in conformity and compliance with the policies and legislative platforms of NJSNA, and shall be in compliance with the New Jersey Election Law Enforcement Commission.
- b. The board of trustees of INPAC shall report to and be accountable to the Board of Directors of NJSNA.

## **ARTICLE X CONGRESS ON POLICY AND PRACTICE**

### **Section 1. PURPOSE**

There shall be a Congress on Policy and Practice to promote and perform the comprehensive, integrated analysis of various issues affecting professional nursing practice. Findings and recommendations will be presented to the Board of Directors to assist in guiding the organization.

### **Section 2. FUNCTIONS**

- a. Monitor trends in health care delivery and assess their impact on the nursing work force and existing resources.
- b. Evaluate proposed federal and state legislation and regulations that may have an impact on nursing policy, practice, education and research.
- c. Advise the Board of Directors on legislative and regulatory matters.
- d. Plan and promote educational programs that address health care policy, practice, regulation and legislation.
- e. Evaluate and recommend action on issues related to human rights.
- f. Promote ethical practice within the guidelines of the ANA Code of Ethics for Nurses.
- g. Advise the Board of Directors on the ethical and legal aspects of nursing policy, practice, education and research.
- h. Monitor scientific and educational developments with implications for nursing policy, practice, education and research; recommend appropriate action to the Board of Directors.
- i. Promote the universal acceptance and utilization of nursing standards for all policy, practice, education and research applications within the profession of nursing.
- j. Assume other responsibilities as shall be assigned by the NJSNA Board of Directors.

### **Section 3 ACCOUNTABILITY**

The Congress on Policy and Practice shall report and be accountable to the Board of Directors of this Association, and shall act in accordance with all policies and bylaws of the Association.

### **Section 4 COMPOSITION**

- a. The Congress of Policy and Practice shall consist of fifteen (15) members:
  1. six (6) regional congress representatives,
  2. six (6) members-at-large, at least one of whom shall be a staff nurse, as elected by the membership of NJSNA, and
  3. three (3) additional members, recommended by the chair and appointed by the members of the Congress, who may be active members of various NJSNA forums, or who may have expertise in one or more of the following areas:  
Administration, Staff Nursing, Nursing Education, Nursing Research
- b. The six (6) members-at-large shall be elected to three-year terms, with two of these positions filled each year. The three (3) appointed members shall serve upon the recommendation of the Congress on Policy and Practice for three-year terms. No member may serve more than two consecutive terms. Any appointed position vacated before the end of the term shall be filled through an appointment by the members of the Congress. Any elected position vacated before the end of the term shall be filled according to existing NJSNA policy.
- c. The members of the Congress on Policy and Practice shall, at the regular organizational meeting, elect the Chairperson and Vice Chairperson of the Congress each for a two-year term; no chairperson or vice-chairperson shall serve more than two consecutive terms. The chairperson shall occupy a seat on the Board of Directors in accordance with existing NJSNA policy. In the event that the chairperson is unable to attend a Board of Directors meeting, the Vice-Chairperson shall attend and represent the Congress with full voice and vote. In addition, the Vice-Chairperson will attend all INPAC meetings and represent the Congress with full voice and vote.

## **ARTICLE XI OFFICIAL ORGANS AND JOURNALS**

### **Section 1. THE NEW JERSEY NURSE**

The *New Jersey Nurse* is the official organ of this association and shall be provided to each member.

### **Section 2. ANA NEWS PERIODICAL**

The *American Nurse* is the official news periodical of ANA unless replaced by another and shall be provided to each member of New Jersey State Nurses Association/ANA.

## **ARTICLE XII ORGANIZATIONAL UNITS**

### **Section 1. DEFINITION**

An organizational unit is a component of this association.

### **Section 2. QUALIFICATIONS**

Each organizational unit, in order to become and remain a unit of NJSNA shall:

- a. Be recognized by the Board of Directors as an organized unit with a special interest,
- b. Adopt and maintain operational guidelines that conform to NJSNA Bylaws and/or published policies of the Board of Directors and keep NJSNA supplied with complete and current copies of same.
- c. Provide that all RN members shall hold membership in NJSNA.

### **Section 3. RESPONSIBILITIES**

It shall be the duty of each organizational unit to:

- a. Send to the Secretary of this Association the names and addresses of all officers immediately following their election or appointment,
- b. Submit an annual report to NJSNA listing goals, activities, outcomes, and membership.
- c. Any unit failing to maintain sufficient membership or for any other causes deemed sufficient may be disqualified as a unit by a vote of the Board of Directors.

## **ARTICLE XIII SOCIETY OF PSYCHIATRIC ADVANCED PRACTICE NURSES OF NJSNA**

The Society of Psychiatric Advanced Practice Nurses of NJSNA is an independently organized body composed of individual New Jersey State Nurses Association members who are certified by The Society of Psychiatric Advanced Practice Nurses of NJSNA who may practice psychotherapy as registered professional nurses in the State of New Jersey.

## **ARTICLE XIV AMENDMENTS**

### **Section 1. AMENDMENTS WITH NOTICE**

All proposed amendments shall be referred to the Committee on Bylaws for study and recommendation. The Committee shall see that all proposed amendments with the Committee's recommendation shall be in the possession of the Secretary at least two months before the date of the annual meeting and shall be appended to the call of the meeting by a two-thirds vote of the members present and voting.

### **Section 2. AMENDMENTS WITHOUT NOTICE**

These bylaws may be amended at any annual meeting by 75 percent of the members present and entitled to vote and voting without previous notice, provided the proposed amendments(s) has (have)

been referred to the Bylaws Committee for study and recommendation.

## **ARTICLE XV FISCAL YEAR**

The fiscal year of this Association shall run from June 1 to May 31.

## **ARTICLE XVI PARLIAMENTARY AUTHORITY**

The rules contained in *Robert Rules of Order - Newly Revised*, shall govern meetings of this Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

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11/11/94

**Revised:** 9/95

**Revised:** 9/96 (Article XII, Section 2b)

**Revised:** 3/98 (Article IX)

**Revised:** 3/99 (Article V, Section 5; Article VII, Section 2e; Article VIII, Section 7, 8, 9, 10; Article IX Delete entire Cabinet on E&GW; New Article IX INPAC)

No revisions 2000

**Revised:** 4/2001 (Editorial change on Philosophy; Article IV section 10 a & b Committee on Appointments – delete)

**Revised:** 3/20/2002 (Article X)

**Revised:** 4/3/2003 (Article IV, Section 10) (Article V, Section 5e, 5e2, 5e3)

**Revised:** 4/2/2004 (Article II, Section 6) Add In-State Membership, (Article V Section c. 5, d. 1) Add President & President Elect responsibilities to include Serve as a delegate to the ANA House of Delegates

**Revised:** 4/1/2005 (Article I, Sec. 3d; Article I, Sec. 4., Article II, a.1., a.5., Sec. 3 c., f., Section 4.b., add Section 4.c., Section 5.e., Section 6.b., Section 7.e.3.; add Section 7.i., Article IV Section 3., Section 3.b., Section 3.d.; Article V, Section 5.c.5., Section 5.d.1., Section 5.e.; Article X, Section 2.f.; Article XI, Section 2, Section 3)

**Revised:** 3/2006 Article II, Section 6 a, b, c, change In-State to Direct; revised Section 6. b. 4; add Section 6. b. 5.; Article II, Section 7. 5 delete; Article XII, Section 2. c.

**Revised:** 3/2007 No Bylaw revisions

**Revised:** 4/4/2008 ARTICLE I NAME, PURPOSES, FUNCTIONS & AFFILIATIONS, Section 4. AFFILIATION; ARTICLE II MEMBERSHIP AND DUES, New Section 2. CATEGORY OF MEMBERSHIP. Old Section 2 becomes Section 3, Section 3 becomes Section 4, Section 4 becomes Section 5, Section 5 becomes Section 6; Section 4 RIGHTS OF MEMBERS; Section 5.

OBLIGATIONS OF MEMBERS; Section 7 DUES, Remove h. i now become h; ARTICLE VII NOMINATIONS AND ELECTIONS, Section 2c.; Section 3 ELECTIONS, NEW b. Old b becomes c; c becomes d; d becomes e; e become f; Old f becomes g; NEW f.; ARTICLE VIII STANDING COMMITTEES, Section 6a. CONVENTION COMMITTEE