



**New
Hampshire
Nurses'
Association**

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**Association Bylaws**

**as amended October, 2008**

# ARTICLE I: TITLE, PURPOSES, AND FUNCTIONS

## Section 1. Name

The name of this association shall be the New Hampshire Nurses' Association (NHNA), a constituent member of the American Nurses' Association (ANA).

## Section 2. Purpose

- A. The purposes of NHNA shall be to:
- a. Foster high standards of nursing practice in collaboration with other healthcare professionals.
  - b. Advocate for safe working environments.
  - c. Strive to advance the economic and general welfare of members.
  - d. Promote professional and educational advancement of nurses.
- B. These purposes shall be unrestricted in accordance with ANA Bylaws.
- C. The functions of NHNA shall be to:
- a. Promote standards of nursing practice, nursing education, and nursing service as defined by the American Nurses' Association (ANA).
  - b. Provide for the continuing professional development of practitioners.
  - c. Insure adherence to the ANA Code for Nurses by practitioners.
  - d. Serve as a resource for economic and general welfare issues.
  - e. Represent the interest of nurses to allied professionals, community and governmental groups.
  - f. Promote health care legislation and speak for nurses in regard to legislative action.
  - g. Provide representation from NHNA to ANA
  - h. Collaborate with the Student Nurses' Association of New Hampshire (SNANH).
  - i. Maintain an active role as consumer advocate in health practices and the delivery of healthcare.
  - j. Stimulate and promote research in nursing, disseminate research findings and promote evidence-based practice.
  - k. Identify documents and other materials which relate to the historical and cultural development of nursing in New Hampshire for repository in state archives.

# ARTICLE II: ANA RELATIONSHIP

## Section 1. Membership:

NHNA is a constituent member of the American Nurses' Association and shall pay dues to ANA in accordance with policies adopted by the ANA House of Delegates.

## Section 2. Representation:

- A. House of Delegates:
- a. The NH Nurses' Association is entitled to representation at regular and special meetings of the ANA House of Delegates in accordance with ANA Bylaws and policy.
  - b. Delegates and alternates shall be elected by secret ballot of NHNA Members who are also ANA Members to serve a -four-year term or until a successor is elected. One half of the delegates are elected every two years. A mail ballot or an electronic ballot is permissible.
- B. Constituent Assembly
- a. The NH Nurses' Association shall be entitled to representation at the ANA Constituent Assembly by the president and executive director of NHNA or their designees.

# ARTICLE III: MEMBERSHIP

## Section 1. Composition

Members of the N.H. Nurses' Association (NHNA) shall be those persons accepted as members in accordance with qualifications and other requirements described in the NHNA bylaws. Membership shall be unrestricted in accordance with ANA Bylaws.

## Section 2. Qualifications

An individual is qualified to be a member if he or she has been granted a license to practice as a registered nurse in at least one state, territory, or possession of the United States and does not have a license under suspension or revocation in any state.

## Section 3. Dues

A. Dues for NHNA shall be recommended by the Board of Directors and voted on by the general membership. A vote of two-thirds of the members present at the annual meeting or a specially convened membership meeting and voting shall be required to change the amount of NHNA dues. Any proposal to change the NHNA dues shall be sent to the membership with the official notice of the meeting.

B. The membership year shall be a period of twelve consecutive months from the time of application or renewal of membership. Dues are considered to be delinquent if not paid within sixty days of their due date.

C. Total dues paid by members who join both ANA and NHNA shall include NHNA dues as determined by the membership under Article 3, Section 3 (A) plus the current rate of dues for the American Nurses Association as determined by the ANA House of Delegates.

D. Dues for members in the following categories shall be one-half the dues established for the membership.

- a. Nurses who are not employed;
- b. Registered nurses in full-time study;
- c. Graduate of basic nursing education programs for the first year of membership if the application is initiated within six months of graduation;

E. Members sixty-five years of age or older, retired or not employed in nursing may elect to pay twenty-five percent of the annual dues.

F. No money shall be refunded or additional monies collected when a change in dues category occurs within the membership year.

## Section 4. Transfer

A. NHNA does not refund dues already paid by a member of ANA who transfers to another ANA Constituent Member Association (CMA).

B. A member of another CMA and ANA who has paid full dues may transfer to NHNA without further payment or refund of dues for the remainder of the membership year.

## Section 5. Membership Rights

The member of NHNA shall have the right to:

- A. Receive an NHNA membership card, and New Hampshire Nursing News;

- B. Be a candidate for NHNA elective or appointive positions in accordance with qualifications set forth in the NHNA bylaws;
- C. Participate in the election of candidates for elective office to NHNA;
- D. Attend the NHNA conventions, and other unrestricted activities;
- E. Submit proposals, such as research requests and other issues impacting on nursing practice and/or education, for consideration by NHNA;
- F. Attend the Congress of the International Council of Nurses;
- G. Be accorded other rights as provided for under common parliamentary or statutory law.

**Members of NHNA who are also members of ANA shall also have the right to:**

- A. Receive and ANA Membership card in lieu of an NHNA membership card;
- B. Receive News and Informational Publications as specified in ANA Bylaws;
- C. Nominate a candidate or be a candidate for ANA Elected or Appointed Office in accordance with qualifications set forth by NHNA or ANA;
- D. Nominate a candidate or be a Candidate for NHNA Delegate to the ANA House of Delegates;
- E. Vote for NHNA Delegates to the ANA House of Delegates;
- F. Attend the ANA House of Delegates or other unrestricted meeting of ANA;
- G. Affiliate with ANA Councils in Accordance with ANA Bylaws.

**Section 6. Membership Obligations**

The member shall have the obligation to:

- A. Uphold the bylaws of the NHNA and, if also a member of ANA, the bylaws of ANA;
- B. Abide by the Code for Nurses as adopted by the ANA House of Delegates;
- C. Pay dues as required by the Association within sixty days of their due date;
- D. Fulfill the requirements of an office, commission or committee, if elected or appointed. Absence from two consecutive meetings may be cause for declaring a vacancy in the position.

**Section 7. Disciplinary Action and Appeal**

- A. Cause for disciplinary action.
  - a. Cause for disciplinary action against a member shall be limited to failure to fulfill the obligations as cited in these bylaws; engaging in activity that threatens the existence and viability of the NHNA; and other actions detrimental to the purposes, goals, and functions for NHNA and /or ANA.
- B. Disciplinary Proceedings.
  - a. Disciplinary proceedings shall be conducted in accordance with policies and procedures established by the NHNA Board of Directors, which shall have final disciplinary authority over members. Disciplinary actions require a 2/3 majority vote of the NHNA Board of Directors.

C. Disciplinary Action.

a. Depending on the severity of the violation, a member may be reprimanded, censured, suspended from membership, or permanently expelled from membership in NHNA.

D. Appeal of Disciplinary Action.

a. A member may appeal any disciplinary action in accordance with procedures adopted by the NHNA Board of Directors.

E. Recognition of Disciplinary Action by Another CMA.

a. Any disciplinary action taken by another ANA constituent member against one of its members shall be given full recognition and enforcement, provided such action was taken in accordance with the disciplining CMA's bylaws and disciplinary procedures.

The Board of Directors shall notify members through the newsletter, prior to their adoption, of a hearing on the proposed policies and procedures established under Art. III, Sect. 7 relating to disciplinary action and appeal.

## **ARTICLE IV: ASSOCIATE MEMBERSHIP**

### **Section 1- Composition**

Associate Members of NHNA shall be composed of individuals accepted as Associate Members in accordance with qualifications and other requirements described in this article of the NHNA Bylaws.

### **Section 2- Qualifications**

An individual is qualified to be an Associate Member of NHNA if:

A. He or she is not qualified to be a member under article III of these bylaws, and

B. He or she expresses values consistent with the mission and bylaws of NHNA.

### **Section 3- Dues**

The NHNA Board of Directors shall set the dues for Associate Membership in NHNA.

### **Section 4- Associate Membership Rights**

Associate Members shall have the right to:

A. Receive an NHNA Associate Membership Card and a subscription to Nursing News and other NHNA Publications;

B. Register for and attend Conferences and other unrestricted events;

C. Submit proposals for consideration by the NHNA Board of Directors, Commissions or Committees.

D. Participate in the activities of NHNA Commissions or Committees, but may not hold an elected or appointed voting position.

### **Section 5- Associate Member Responsibilities**

Associate Members shall:

A. Uphold the bylaws of the NHNA;

B. Pay dues as required by the Association within sixty days of their due date;

## **Section 6. Associate Member Disciplinary Action and Appeal**

- A. Cause for disciplinary action.
  - a. Cause for disciplinary action against a member shall be limited to failure to fulfill the obligations as cited in these bylaws; engaging in activity that threatens the existence and viability of the NHNA; and other actions detrimental to the purposes, goals, and functions for NHNA.
- B. Disciplinary Proceedings.
  - a. Disciplinary proceedings shall be conducted in accordance with policies and procedures established by the NHNA Board of Directors, which shall have final disciplinary authority over Associate Members.
- C. Disciplinary Action.
  - a. Depending on the severity of the violation, an Associate Member may be reprimanded, censured, suspended from Associate Membership, or permanently expelled from Associate Membership in NHNA.
- D. Appeal of Disciplinary Action.
  - a. An Associate Member may appeal any disciplinary action in accordance with procedures adopted by the NHNA Board of Directors.

## **ARTICLE V: ASSOCIATE ORGANIZATIONAL MEMBERSHIP**

### **Section 1- Composition**

Associate Organizational Members of NHNA shall be composed of Organizations accepted as Associate Organizational Members in accordance with qualifications and other requirements described in this article of the NHNA Bylaws.

### **Section 2- Qualifications**

An Organization is qualified to be an Associate Organizational Member of NHNA if:

- A. The Organization expresses values consistent with the mission and bylaws of NHNA; and
- B. The Organization is approved for Associate Organizational Member status by the NHNA Board of Directors.

### **Section 3- Dues**

The NHNA Board of Directors shall set the dues for Associate Organizational Membership in NHNA.  
Section 4- Associate Organizational Membership Rights Associate Members shall have the right to:

- A. Receive an NHNA Associate Organizational Membership Certificate and a subscription to Nursing News and other NHNA Publications;
- B. Submit proposals for consideration by the NHNA Board of Directors, Commissions or Committees.
- C. Participate in the activities of NHNA Commissions or Committees at the discretion of the commission or committee chairperson, but may not hold an elected or appointed voting position.

### **Section 5- Associate Organizational Member Responsibilities**

Associate Members shall:

A. Uphold the bylaws of the NHNA;

B. Pay dues as required by the Association within sixty days of their due date;

## **Section 6. Associate Organizational Member Disciplinary Action and Appeal**

A. Cause for disciplinary action.

a. Cause for disciplinary action against a member shall be limited to failure to fulfill the obligations as cited in these bylaws; engaging in activity that threatens the existence and viability of the NHNA; and other actions detrimental to the purposes, goals, and functions for NHNA.

B. Disciplinary Proceedings.

a. Disciplinary proceedings shall be conducted in accordance with policies and procedures established by the NHNA Board of Directors, which shall have final disciplinary authority over Associate Organizational Members.

C. Disciplinary Action.

a. Depending on the severity of the violation, an Associate Organizational Member may be reprimanded, censured, suspended from Associate Organizational Membership, or permanently expelled from Associate Organizational Membership in NHNA.

D.. Appeal of Disciplinary Action.

a. An Associate Organizational Member may appeal any disciplinary action in accordance with procedures adopted by the NHNA Board of Directors.

## **ARTICLE VI: NOMINATIONS, APPOINTMENTS, AND ELECTIONS**

### **Section 1. Qualifications**

Each nominee must be qualified for the office or position as described in the bylaws and delineated in the Policy and Procedure manual, and shall have consented in writing to serve in such a position if elected or appointed.

### **Section 2. Term of Office-NHNA**

The President, President-Elect, officers, directors, and nominating committee members shall be elected for a two-year term and shall serve no more than three consecutive terms in the same office on the Board of Directors. The President-Elect shall serve the first year as president-elect and the second year as President. The President-Elect shall be elected yearly. The secretary and one director shall be elected in even numbered years. The treasurer and two directors shall be elected in odd numbered years.

Except for the Commission on Government Affairs, commission members shall be elected or appointed for a two year term; two in even numbered years and three in odd numbered years and may serve no more than three consecutive terms. Members of the Commission on Government Affairs may be appointed or elected and shall have no term limit.

There shall be no limit to nominees for each office and elected position.

For the Nominating Committee, the three nominees receiving the highest number of votes in odd years and two nominees receiving the highest number of votes in even years shall serve as members of the Nominating Committee. The remaining nominees shall serve as alternates.

A member assumes the office to which she/he was elected or appointed at the adjournment of the session at which she/he was elected or appointed.

### **Section 3. ANA Delegates**

ANA delegates and alternate delegates shall be elected in the number prescribed by ANA.

A. Candidates for NHNA Delegates to the ANA House of Delegates shall be members of NHNA who are also Members of ANA.

B. NHNA members who are also ANA Members shall elect the number of delegates allocated to the NHNA.

C. In order of rank, the nominees receiving the next largest number of votes shall serve as alternates. Vacancies shall be filled only by elected alternates.

D. Each delegate or alternate shall serve for a four -year term or until a successor is elected.

E. At least two delegates are elected in each odd-numbered year and begin their term in January of the next even numbered year.

### **Section 4. Ballot**

All elections shall be determined by secret ballot conducted by mail, e-mail or other electronic means. Elections must be completed and all votes received at least two weeks prior to the date of the annual meeting. A second ballot may be mailed at the discretion of the Executive Director to any member who reports that the original ballot was not received.

### **Section 5. Tellers**

The Board of Directors shall appoint at least two tellers in the case of a mail ballot. The tellers shall count the ballots and report the results of the election at the annual meeting.

A plurality of votes cast by those entitled to vote and voting shall constitute an election. In case of tie, the choice shall be determined by vote of those members present and voting at the annual meeting.

All ballots, delegate credentials, and other records of the election shall be destroyed after the election results are reported at the annual meeting.

### **Section 6. Vacancy in Elected or Appointed Positions**

In the event of a vacancy:

A. In the office of president, the president-elect shall become president for the remainder of the year , and remain as president for the next year;

B. In the office of president-elect, the office shall not be filled until the next regular election at which time the members shall elect a president and a president-elect;

C. In the office of any other elected or appointed position, except the nominating committee, the Board of Directors shall fill the vacancy by appointment for the remainder of the unexpired term.

D. On the nominating committee, the position shall be filled by the alternate receiving the highest number of votes.

E. The Board may declare vacancies in any elected or appointed position due to absence from two consecutive meetings. Such vacancy shall be determined by a majority vote of the Board of Directors.

## **ARTICLE VII: MEETINGS**

### **Section 1. Annual Meeting**

The annual meeting of NHNA shall be held between August 1 and December 1 for each year. A one day business/program meeting may be held in the Fall of each year at the discretion of the Board of Directors. Registration fee and place shall be designated by the Board of Directors and announced by publication to the membership.

### **Section 2. Student Nurses Association**

Meetings of the NHSNA may be held in conjunction with NHNA meetings.

### **Section 3. Special Meetings**

Special meetings of NHNA may be called by the President with approval of the Board of Directors. Special meetings shall be called by the President upon the written request of at least five percent (5%) of the membership.

### **Section 4. Notice of Meetings**

Official notice of NHNA business meetings shall be sent to all members at least one month prior to regular meetings and at least ten days prior to special meetings.

### **Section 5. Voting Body**

The voting body at all meetings of NHNA shall consist of all members in good standing who are registered as in attendance.

## **ARTICLE VIII: BOARD OF DIRECTORS**

### **Section 1. Authority**

The Board of Directors shall have the authority delegated to it by the members, including the duty and power of acting for the membership in the intervals between meetings of NHNA, and other duties and powers as defined in these bylaws.

### **Section 2. Composition**

- A. The Board of Directors shall consist of elected officers, directors, and commission chairs.
- B. There shall be four officers: President, President-Elect, Secretary and Treasurer who shall serve as full-voting members of the Board of Directors.
- C. There shall be three Directors who shall serve as full-voting members of the Board of Directors one of which shall be a recent graduate of a RN licensure program within the 5 years prior to being elected.
- D. There shall be four Chairs of Commissions who shall serve as full-voting members of the Board of Directors.

### **Section 3. The Board of Directors shall:**

- A. Exercise the corporate responsibility and provide for implementation of association policies and position statements approved by the members.

B. Establish policies and procedures for the transaction of business, coordination of association activities and operation C. Assume responsibility for fiscal solvency.

D. Assume responsibility for assuring rights of members and for disciplinary action.

E. Appointment and removal require a 2/3 majority vote of the NHNA Board of Directors, define the authority and responsibilities of the Executive Director.

F. Define qualifications for appointive office, unless otherwise specified in these bylaws.

G. Appoint two or more members as needed to each Commission annually and make all appointments not otherwise provided for in the bylaws.

H. Recommend to Governor and Council nominees from NHNA membership for each vacancy on the New Hampshire Board of Nursing , legislative committees , and other committees that impact on the welfare of nursing within the state as requested.

#### **Section 4. Duties of Officers**

The President shall be the Chairperson of the voting body, the Board, and the Executive Committee. In addition, the President shall:

- a. Serve as the official representative of the association and as its spokesperson on matters of association policy and positions.
- b. Serve as ex-officio member of all organizational units except the Nominating Committee.
- c. Serve as representative of this association at meetings of the Constituent Assembly of the American Nurses' Association (ANA). In case of inability to attend a designee may be appointed.

The President-Elect shall perform duties as designated by the President and Board of Directors, and shall assume the duties of the President in the absence of or at the discretion of the President.

The secretary shall be accountable for record keeping and reporting of minutes of NHNA and its Board of Directors.

The treasurer shall be accountable for monitoring the fiscal affairs of the association and shall provide reports and interpretations of the financial condition to the Board of Directors and the membership. The treasurer shall serve as chair of the Finance Committee.

#### **Section 5. Executive Committee**

There shall be an executive committee of the Board of Directors composed of the officers, which shall have all powers of the Board of Directors to transact business between board meetings in accordance with rules established by the board. Such transactions shall be reported at the next regular meeting of the Board of Directors.

#### **Section 6. Meetings**

A. Regular meetings of the Board of Directors shall be held at least every other month.

B. Special meetings of the Board of Directors may be called by the President. The President shall call a special meeting upon written request of three or more Board members. At least five days notice shall be given.

C. Business requiring action by the Board of Directors may be conducted by mail or other media. Such action shall be subject to ratification at the next regular meeting of the Board of Directors.

D. An NHNA member may attend board meetings if twenty-four hour advance notice is given to the Executive Director. Members are entitled to speak but not to vote.

## **ARTICLE IX: COMMISSIONS**

### **Section 1. Definition**

Commissions are groups of elected and appointed members responsible for advancing the profession of nursing through activities which affect professional affairs, continuing education, health policy and state legislative matters, maintenance of the organization, and other matters as assigned by the board of directors. Commissions are accountable to the Board of Directors and the members and act in accordance with the general policies and bylaws of NHNA.

### **Section 2. Established Commissions**

Commissions established are the:

- **Commission on Nursing Practice**
- **Commission on Membership and Organization**
- **Commission on Continuing Education**
- **Commission on Government Affairs**

### **Section 3. Composition**

Each commission shall consist of members who have expertise in the field related to the commission's functions and who meet qualifications established by the commission and approved by the Board of Directors. The number of members of a commission shall be reviewed at least annually by the board of directors. The board of directors shall have authority to alter the number of members on a commission when necessary to allow the commission to achieve its' mission. In determining the size of a commission the board of directors shall:

- A. Seek input from the Chairperson of the Commission;
- B. Not reduce the size of the Commission to less than 9 members;
- C. Assure that commission members appointed to increase the size of a commission shall hold appointed positions only until the next election cycle, wherein they must be elected by members or leave the commission.

The chair of the commission shall be an elected member of the commission and shall be elected by the commission members. A co-chair may be elected if the workload of the commission so requires.

The Chairs of the Commissions shall serve as a member of the Board of Directors.

### **Section 4. Responsibilities of Commissions**

Each commission shall:

- A. Identify and evaluate trends, developments and issues in the commission's area of responsibility.
- B. Establish a plan of operation for carrying out its responsibilities, including preparing a budget for submission to the Finance Committee.
- C. Recommend policies and positions to the Board of Directors.
- D. Provide for dissemination of information to the membership.

E. Appoint committees as necessary to fulfill the purposes and functions of the commission.

F. Maintain communications with other units within NHNA on matters of mutual concern.

### **Section 5. Commission on Nursing Practice**

The purpose of the commission shall be to monitor the status of and develop a program of activity for the:

A. Educational and delivery systems for practice.

B. Economics of practice and health care.

C. Rights and responsibilities of nurses.

D. Rights of the recipients of nursing services by promoting the implementation of the ANA Standards for Nursing Practice and the ANA Code for Nurses.

E. Development of documents (such as "White Papers") reflecting NHNA's position on issues regarding Nursing Practice and promotion of workforce advocacy.

### **Section 6. Commission on Membership and Organization**

The purpose of the commission shall be to develop and implement activities that promote and maintain organizational viability. The activities include membership, finance, programming, marketing and bylaws:

A. The Commission will review the bylaws and recommend revisions as needed to keep them consistent with accepted NHNA purposes and functions. In addition, the Commission will draft proposed text of all amendments to bylaws, Special Rules of Order and Standing Rules of Order prior to their submission to the voting body for action.

B. The Commission will develop and implement plans for increasing membership through recruitment and retention activities and will ensure that new members receive information regarding the rights of membership.

C. The Commission will appoint members to the Finance and Program Committees.

### **Section 7. Commission on Continuing Education**

The purpose of the commission is to administer the peer review approval process for continuing education activities submitted by providers in the state of New Hampshire, in accordance with the Standards and Criteria for Continuing Education in Nursing of the American Nurses' Credentialing Center's Commission on Accreditation, in order to ensure quality continuing education for the advancement of professional nursing practice.

### **Section 8. Commission on Government Affairs**

The Purpose of this commission is to study health issues and recommend effective legislative action; to evaluate proposed legislation and recommend appropriate action to the board of directors; assist in the development of policy statements related to health planning. The chair, with the approval of the commission may invite adjunct members to assist in the duties of the commission. Such members shall have no vote and shall not be counted in the quorum.

## **ARTICLE X: COMMITTEES**

### **Section 1. Establishment**

There shall be standing committees of NHNA which shall assume such duties as are specified in these bylaws and such other duties as may be assigned by the Board and/ or commissions.

### **Section 2. Composition**

A. Standing committees shall consist of no fewer than three members. Approximately half the members of each committee, except the Nominating Committee, shall be newly appointed each year. All members shall serve a two year term.

B. Each committee, unless otherwise specified, may elect its own chair.

### **Section 3. Standing Committees**

The following shall be standing committees of NHNA:

- A. Finance
- B. Nominating
- C. Program

### **Section 4. Finance Committee**

The Finance Committee shall:

A. Be chaired by the Treasurer.

B. Review, evaluate and make recommendations to the Board of Directors for annual budgets and other financial matters.

### **Section 5. Nominating Committee**

The Nominating Committee shall:

A. Perform the duties related to nomination as described in the NHNA bylaws.

B. Request the names of candidates for elective offices.

C. Prepare a slate of nominees for each elective office and present the slate to the Board of Directors prior to elections and distribution of ballots.

### **Section 6. Program Committee**

The Program Committee shall:

A. Assess current interest, trends and educational needs of NHNA members.

B. Develop and implement programs for convention / conferences.

## **ARTICLE XI: SPECIAL INTEREST GROUPS**

### **Section 1. Special Interest Groups**

A. A special interest group is an organizational unit through which members participate in the improvement or advancement of the profession in an area of nursing practice or interest.

B. The Board of Directors may establish special interest groups. The NHNA Board of Directors shall only establish a special interest group upon the request of not less than five NHNA members who have developed a clear statement of purpose for the proposed group.

C. Membership in the group is composed of NHNA members who are active in or interested in the area of focus of the special interest group. There shall be no limit to the number of special interest groups to which a member may belong.

D. Each special interest group shall:

- a. Provide a community of peers and a principal source of expertise in areas of interest and serve as a forum for discussion of relevant issues and concerns.
- b. Develop position statements and policies in accordance with those of NHNA for recommendation to the Board of Directors when requested.
- c. Establish a plan of operation for carrying out its responsibilities.

E. The Board of Directors may dissolve a special interest group if:

- a. The Board of Directors and the respective special interest group mutually agree that there is no reason for the special interest group's continuance, or
- b. The Board of Directors finds that the special interest group has failed to carry out its responsibilities or conform to the policies and positions of NHNA, or
- c. The Board of Directors determines the membership in the special interest group has declined below five members for any 90 day period.

## **ARTICLE XII: QUORUM**

### **Section 1. Regular or Special meetings of NHNA**

Two officers of NHNA, one of whom shall be the President or designee, and 5% of members in good standing, representing various areas of the state shall constitute a quorum for the transaction of business at any regular or special meeting of NHNA. The method for determining geographical representation shall be determined by the Board of Directors.

### **Section 2. Board of Directors**

A majority of members of the Board of Directors including the President or designee shall constitute a quorum at any meeting of the Board.

### **Section 3. Commissions or Committees**

A majority of members of any commission or committee shall constitute a quorum at any meeting of the commission or committee.

## **ARTICLE XIII: FISCAL YEAR**

### **Section 1- Fiscal Year Designation**

The fiscal year of NHNA shall be January 1 to December 31

## **ARTICLE XIV: OFFICIAL PUBLICATION**

### **Section 1- New Hampshire Nursing News**

The New Hampshire Nursing News is the official publication of NHNA.

## **ARTICLE XV: AMENDMENTS**

### **Section 1. Amendments with Notice to Members**

With notice, these bylaws may be amended at any business meeting of NHNA by a two-thirds vote of the members present and voting. All proposed amendments shall be made available to the membership prior to the official notice of the meeting.

### **Section 2. Amendments without Notice**

These bylaws may be amended without previous notice at any business meeting of NHNA by ninety-nine percent (99%) of the members present and voting.

## **ARTICLE XVI: PARLIAMENTARY AUTHORITY**

### **Section 1- Establishment**

The rules contained in Roberts Rules of Order, Newly Revised shall govern NHNA in all cases to which they are applicable and harmonious with the ANA and NHNA bylaws.