

## **ARTICLE I: Purposes and Functions**

### **Section 1 Purpose**

- a. The purposes of the **Oklahoma Nurses Association (ONA)** Region 2 shall be to foster high standards of nursing practice, promote educational development of nurses, and support professional nurses to the end that all people may have better health care.
- b. These purposes shall be unrestricted by considerations of age, color, creed, disability, gender, health status, life-style, nationality, race, religion, or sexual orientation.

### **Section 2 Functions**

- a. Provide leadership in local and state nursing issues;
- b. Communicate and disseminate ONA positions;
- c. Disseminate data pertinent to nursing;
- d. Support and promote nursing research;
- e. Provide for the professional development of nurses;
- f. Provide for representation in the ONA House of Delegates; and,
- g. Function in compliance with ONA Bylaws.

## **ARTICLE II: Membership**

The Members of ONA Region 2 shall consist of members who have met requirements of membership established by the ONA Bylaws. Membership is unrestricted by consideration of age, color, creed, disability, gender, health status, life-style, nationality, race, religion, or sexual orientation or any other consideration in accordance with the bylaws of ANA.

### **Section 1 Member Rights and Responsibilities:**

- a. Participate in State and Region meetings and/or attend other unrestricted State and Region events and activities;
- b. Be a candidate for Region and ONA elective and appointive positions in accordance with Region and ONA Bylaws and applicable policies;
- c. Attend Region meetings and the ONA House of Delegates and other unrestricted meetings of Region or ONA ;
- d. Serve as an ONA Delegate to the ONA House of Delegates;
- e. Vote for Region officers;
- f. Serve in any Region or ONA elected or appointed position in accordance with Region or ONA Bylaws and applicable policies;
- g. Uphold the Region, ONA and ANA Bylaws; and
- h. Receive other rights and benefits offered by ONA and ANA.

## **ARTICLE III: Organizational Structure**

### **Section 1 Region Meetings**

#### **a. Meetings**

1. Members shall be notified of all Region meetings via electronic mail or newsletter. Notices will also be posted on the ONA website under the Region's section.
2. Special meetings of the ONA Region may be called by the President. Members of the Region shall be notified of a special meeting at least five (5) days prior to the meeting.

#### **b. Quorum**

A quorum for transaction of business shall be a simple majority of members present.

## **Section 2 Board of Directors (BOD)**

The ONA Region BOD is comprised of leaders elected by the Region membership. The BOD is accountable to the Region's membership. All business transactions and decisions will be reported at each regular meeting.

### **a. Composition**

1. The Region BOD shall be limited to no more than 10 plus the number of chapter leaders (size is to be determined by Region) members, consisting of the elected officers and directors.
2. There shall be ~~six~~ (6) Officers: 1) President, 2) President-Elect/ONA Representative, 3) Secretary, 4) Treasurer, (5) Program Coordinator and, (6) Program Coordinator Elect.
3. There shall be four (4) Directors-at-Large.

### **b. Responsibilities**

1. Transact general business of ONA Region 2; all business transactions and decisions shall be reported at each regular meeting;
2. Establish financial policies and procedures that maintain the financial stability of the Region, adopt a budget, file appropriate federal and state tax documents, submit financial records every other year for audit by a certified public accountant and complete ONA's Region Financial Report;
3. Provide Representation to the ONA HOD of one representative per 10 members of the Region;
4. Fulfill the duties as specified in the Region and ONA Bylaws and Policies;
5. May create or appoint special committees or task forces for short-term specific needs;
6. Support the development and maintenance of ONA Region 2; and
7. Plan programs for the year.

### **c. Term of Office**

1. Four consecutive unexcused absences from Board meetings are grounds for removal from office.
2. Officers and directors will be elected to a **two-year** term of office. The President-Elect will serve one-year as President-Elect/ONA Representative with the second year as President, in addition, Program Coordinator-Elect will serve one year as Program Coordinator-Elect to complete required training and one year as Program Coordinator.
3. The term of office begins during the Region 2 *Transition Meeting* following the election results.
4. An officer or director shall not serve more than **six** (6) consecutive years or **three** terms. An officer or director who has served more than half a term shall be considered to have served a full term.
5. The President-Elect and Program Coordinator Elect shall be elected yearly. The Nominations Coordinator, Treasurer, and two DAL shall be elected in **ODD** numbered years and secretary and two DAL elected in even-numbered years.
6. All members of BOD, upon expiration of their terms of office, shall surrender all property in their possession pertaining to their respective office to the newly elected member during the transition meeting.

7. Four absences from Board meetings each year are grounds for removal from office. Presence can be via teleconference or web-based conferencing for 75% of entire meeting if physical presence is not possible.

**d. Vacancies**

**In the event of vacancies:**

1. In the office of President, the President-Elect shall serve as President for the remainder of the term. In addition, in the office of Program Coordinator, Program Coordinator Elect shall serve as Program Coordinator for the remainder of the term. The Board may appoint a Region 2 willing member into the “elect office” as deemed warranted to insure succession.
2. In the office of another officer or of a director, the BOD shall fill the vacancy by appointment for remainder of the term.

**e. Meetings**

Meetings of the BOD shall meet monthly.

**f. Quorum**

A majority of the BOD including the President or President –Elect shall constitute a quorum.

**Section 3 Duties of Officers and Directors**

**a. President:**

- 1) Chairs the BOD;
- 2) Presides at membership meetings;
- 3) Serves as a Delegate to the ONA House of Delegates;
- 4) Fills vacancies with the approval of BOD;
- 5) May serve on all committees and task forces as an ex-officio member except for the Nominating Committee; and
- 6) May fulfill other duties as designated by the BOD.

**b. President-Elect/ONA Representative:**

- 1) Serves for a period of one-year to learn about the operation of the Region in preparation to serve as President;
- 2) Assumes the duties of the President in the president's absence or at the discretion of the president;
- 3) Functions as the ONA Representative;
- 4) Assists with committees and task forces;
- 5) Serves as a Delegate to the ONA House of Delegates; and
- 6) May fulfill other duties as designated by the Board.

**c. Secretary:**

- 1) Records and disseminates information relative to Region 2 activities to members, to include  
preparation and distribution of newsletter and meeting information to members, health care  
agencies, and local colleges of nursing;
- 2) Responsible for ensuring records are maintained of meetings of the Region and the BOD;
- 3) Submits to ONA the names and addresses of all regional officers and committee Chairpersons immediately after their election or appointment;

- 4) Notifies ONA of bylaws and all amendments adopted or changed by Region 2; and
- 5) Assumes all other duties assigned by BOD.

**d. Treasurer:**

- 1) Manages fiscal affairs of ONA Region 2;
- 2) Works with DAL to develop and oversee the budget and applications to ONA for development funds; and
- 3) May fulfill other duties as designated by the Board.

**e. Director(s)-at-Large:**

- 1) Provides leadership in addressing bylaws, membership activities, and awards;
- 2) Assists BOD in assessing learning needs of membership;
- 3) Solicits applications for Region 2 and ONA awards and assures impartial selection of recipients; and
- 4) Assumes other duties assigned by BOD.

**f. Program Coordinator:**

- 1) Serves as Nurse Planner for Region 2
- 2) Works collaboratively with members of the BOD to identify and recruit program speakers that are subject matter experts on topics of interest and/or where a gap in nursing practice/knowledge exists;
- 3) Prepares continuing education application packet for each program and submits  
for approval; and
- 4) Coordinates program through the following functions:
  - a. Assures Power-point or other technology used in the presentation is accessible at location of program
  - b. Introduces speaker(s) by presenting speaker biography
  - c. Reads the Conflict of Interest Statement before the speaker begins
  - d. Prepares and provides attendance record that includes a unique identifier
  - e. Prepares and provides evaluation forms
  - f. Upon program completion, synthesizes feedback from evaluations and submits a Program Evaluation Summary to the presenter, Board of Directors, and approving body.

**g. Program Coordinator-Elect**

- 1) Serves for a period of one-year to learn about the requirements of being a nurse planner and complete the required ONA training in preparation to serve as Program Coordinator the second year;
- 2) Assumes the duties of Program Coordinator in the Program Coordinator's absence or at the discretion of the Program Coordinator;
- 3) Learns to work collaboratively with members of the BOD to identify and recruit program speakers that are subject matter experts on topics of interest and/or where a gap in nursing  
practice/knowledge exists by shadowing the Program Coordinator
- 5) Learns to prepare continuing education application packet for each program and submits  
for approval by shadowing and assisting Program Coordinator and
- 6)

- 7) Learns to coordinate program through the following functions:
  - a. Learns how with Power-point or other technology used in the presentation is accessible at location of program
  - b. Learns how to introduce speaker(s) by reviewing speaker biography with Program Coordinator
  - c. Learns the importance of reading the Conflict of Interest Statement before the speaker begins
  - d. Assists with Preparing and providing attendance record that includes a unique identifier
  - e. Learns how to Prepare and provide evaluation forms
  - f. Learns how to synthesize feedback from evaluations and submit a Program Evaluation Summary to the presenter, Board of Directors, and approving body upon program completion by shadowing and assisting Program Coordinator
  - g. Will independently with minimal assistance from Program Coordinator, complete all Nurse Planner requirements for the Spring Awards Luncheon to demonstrate attainment of readiness for the incoming Program Coordinator role.
- 8) Outgoing Program Coordinator will provide constructive feedback to Program Coordinator-Elect after Spring Awards Luncheon accordingly and if weaknesses identified, establish a plan for improvements prior to transition

#### **Article IV: Nominations and Elections**

##### **Section 1: Nominations Coordinator Responsibilities:**

- a. The Nominations Coordinator is elected by the Region members to serve for two (2) years. Nominee(s) must have been a region member for at least one year.
- b. Prepare a slate of qualified members who are willing to serve;
- c. Maintain and implement the policies and procedures for nominations and elections established by the BOD, to include a time line of activities due at each BOD meeting;
- d. Communicate to the membership open offices for election; and
- e. Notify the Board of Directors and all nominees of election results.

##### **Section 2: Elections**

- a. Elections will be held annually by secret ballot.
- b. All candidates must meet the established qualifications and complete a "Consent to Serve" form.
- c. A member of the Nominating Committee may be a candidate for office.

#### **ARTICLE V: Oklahoma Nurses Association (ONA)**

The Region is an organizational entity of the Oklahoma Nurses Association. As an independent Region it will maintain its Federal Tax ID number. The fiscal year of the Region will be June 1<sup>st</sup> to May 31<sup>st</sup>. If the Region fails to maintain its Federal Tax ID number the Region will become an integrated Region abiding by the ONA policies and signing a Memorandum of Understanding.

#### **ARTICLE VI: Amendments**

These bylaws may be amended with prior notice at a meeting by a two-thirds vote of those present and voting.

#### **ARTICLE VII: Rules of Order**

*Robert's Rules of Order Newly Revised*, current edition governs all parliamentary situations that are not provided for in the law or in the bylaws or adopted operation policies of the Region.

Date approved by ONA Region 2/BOD: February 12, 2019