****

**West Virginia Nurses Association**

**PO Box 1946**

**Charleston, WV 25327**

**1-304-342-1169**

**centraloffice@wvnurses.org**

**BYLAWS**

**Table of Contents**

|  |  |  |
| --- | --- | --- |
|  | **Name, Purpose and Functions** | **Page 4** |
| **Article I/ Section 01**  | Name | **Page 4** |
| **Article I/ Section 02**  | Membership in the American Nurses Association | **Page 4** |
| **Article I/ Section 03**  | Purposes | **Page 4** |
| **Article I/ Section 04**  | Functions | **Page 4** |
|  | **Membership and Dues** |  |
| **Article II/ Section 01**  | Composition | **Page 5** |
| **Article II/ Section 02**  | Qualifications | **Page 5** |
| **Article II/ Section 03**  | Membership Rights | **Page 5** |
| **Article II/ Section 04**  | Membership Obligations | **Page 6** |
| **Article II/ Section 05**  | Dues | **Page 6** |
|  | **Districts** |  |
| **Article III/ Section 01**  | Composition | **Page 7** |
| **Article III/ Section 02**  | District Leaders | **Page 7** |
| **Article III/ Section 03**  | Obligations | **Page 7** |
|  | **Nursing Congresses** |  |
| **Article IV/ Section 01**  | Composition | **Page 7** |
| **Article IV/ Section 02**  | Rights and Responsibilities  | **Page 7** |
|  | **Organizational Affiliates** |  |
| **Article V/Section 01** | Composition | **Page 8** |
| **Article V/Section 02** | Responsibilities | **Page 8** |
| **Article V/Section 03** | Rights | **Page 8** |
|  | **Membership Assembly** |  |
| **Article VI/ Section 01** | Definition | **Page 8** |
| **Article VI/ Section 02** | Composition | **Page 8** |
| **Article VI/ Section 03** | Authority | **Page 8** |
| **Article VI/ Section 04** | Meetings | **Page 9** |
| **Article VI/ Section 05** | Quorum | **Page 9** |
| **Article VI/ Section 06** | Voting Body | **Page 9** |
| **Article VI/ Section 07** | Representation at National Meetings | **Page 9** |
|  | **Board of Directors**  |  |
| **Article VII/ Section 01** | Definitions | **Page 9** |
| **Article VII/ Section 02** | Composition | **Page 9** |
| **Article VII/ Section 03** | Authority | **Page 10** |
| **Article VII/ Section 04** | Accountability | **Page 10** |
| **Article VII/ Section 05** | Responsibilities | **Page 10** |
| **Article VII/ Section 06** | Terms of Office | **Page 11** |
| **Article VII/ Section 07** | Qualifications | **Page 11** |
| **Article VII/ Section 08** | Vacancies | **Page 11** |
| **Article VII/ Section 09** | Meetings | **Page 11** |
| **Article VII/ Section 10** | Quorum | **Page 11** |
| **Article VII/ Section 11** | Executive Committee | **Page 12** |
| **Article VII/ Section 12** | Functions of Officers | **Page 12** |
|  | **Standing Committees** |  |
| **Article VIII/ Section 01** | Definitions | **Page 12** |
| **Article VIII/ Section 02**  | Appointments | **Page 12** |
| **Article VIII/ Section 03** | Quorum | **Page 12** |
| **Article VIII/ Section 04** | Reports | **Page 13** |
| **Article VIII/ Section 05** | Terms of Office | **Page 13** |
| **Article VIII/ Section 06** | Vacancy | **Page 13** |
| **Article VIII/ Section 07** | Functions | **Page 13** |
| **Article VIII/ Section 08**  | Minutes | **Page 14** |
| **Article IX** | **Fiscal Year** | **Page 15** |
| **Article X** | **Official Publication** | **Page 15** |
| **Article XI** | **Honorary Recognition** | **Page 15** |
| **Article XII** | **Amendments** | **Page 15** |
| **Article XIII** | **Parliamentary Authority** | **Page 16** |

**Article I**

**Name, Purposes and Functions**

**Section 01 Name**

The name of this association shall be the West Virginia Nurses Association, hereinafter referred to as WVNA.

**Section 02 Membership in the American Nurses Association**

WVNA is a constituent of the American Nurses Association, hereinafter referred to as ANA.

**Section 03 Purposes**

1. The purpose of WVNA shall be to:
	1. Work for the improvement of health standards and the availability of health care service for all people;
	2. Foster high standards of nursing;
	3. Stimulate and promote the professional development of nurses and advance their economic and general welfare.
2. The purposes shall be unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion or sexual orientation.

**Section 04 Functions**

1. The functions of WVNA shall be to:
	1. Promote standards of nursing practice, nursing education and nursing service as defined by ANA;
	2. Promote adherence to the ANA Code for nurses;
	3. Promote the ANA system of credentialing in nursing;
	4. Initiate and influence legislation, governmental programs, state and national health policy;
	5. Support systematic study, evaluation, and research in nursing;
	6. Collect, analyze and disseminate information relating to nursing;
	7. Promote and protect the professional economic and general welfare status of nurses;
	8. Provide leadership in national, state and district nursing communities;
	9. Provide continuing education programs as part of the professional development for nurses in West Virginia;
	10. Support workplace advocacy for nurses;
	11. Provide services to constituent members;
	12. Maintain communication with membership through publications;
	13. Assume an active role as consumer advocate through Association programs, relationship and activities;
	14. Represent and speak for the nursing profession to allied state and local health organizations, government bodies and the public;
	15. Ensure a state archive for the collection and preservation of documents and other materials which have contributed to the historical and cultural development of nursing in West Virginia;
	16. Ensure a collaborative relationship with the West Virginia Student Nurses Association;
	17. Provide for representation in the ANA;
	18. Promote and protect the advancement of human rights related to health care and nursing.

***Adopted: 11/90,***

***Reviewed by Bylaws Chair: 11/94, 11/95, 9/97. 8/00, 6/05, 8/12, 8/17***

***Revised: 10/00, 10/05, 8/12, 8/13***

**Article II**

**Membership and Dues**

**Section 01 Composition**

Members of WVNA and ANA, hereinafter referred to as “Full Members” or WVNA State Only Members, hereinafter referred to as “State Members” shall be those persons accepted as members in accordance with qualifications and other requirements herein described. Membership shall be unrestricted by consideration of age, color, creed, disability, gender identity or expression, health status, lifestyle, nationality, race, religion or sexual orientation.

**Section 02 Qualifications**

1. A Full or State Member is one who:
	1. Has been granted a license to practice as a nurse in at least one state, territory or possession of the United States or:
	2. Has completed a nursing education program qualifying the individual to take the state recognized examination for nurse licensure as a first-time writer;
	3. Does not have a license under suspension or revocation in any state. The nurse in recovery, participating in a WVNA-approved program, may continue membership in accordance with policy and procedures of the Association.

**Section 03 Membership Rights**

1. Full Members shall have the right to:
	1. Receive a WVNA/ANA membership notification, *The American Nurse* andthe *West Virginia Nurse* publications;
	2. Be a candidate for WVNA and ANA elected or appointed positions in accordance with qualifications set forth in the WVNA and ANA bylaws and participate in WVNA elections;
	3. Attend the WVNA annual meeting Membership Assembly;
	4. Opportunity to serve on a committee at the district and state level;
	5. Receive reduced fees for continuing education offerings, sponsored by WVNA at the district and state levels;
	6. Submit proposals for consideration by WVNA;
	7. Due process and other rights in the event of a disciplinary action, including an appeal procedure pursuant to common parliamentary and statutory law.
		1. State Members shall have the right to:
			1. Receive a WVNA membership notification and *West Virginia Nurse*;
			2. Be a candidate for various WVNA elected or appointed positions in accordance with the qualifications set forth in the WVNA bylaws;
			3. Attend the WVNA annual meeting Membership Assembly and participate in annual state elections;
			4. Serve on a committee at the district and state level;
			5. Receive reduced fees for continuing education offerings, sponsored by WVNA;
			6. Submit proposals for consideration to the WVNA;
			7. Due process and other rights in the event of a disciplinary action including an appeal procedure pursuant to common parliamentary and statutory law.

**Section 04 Membership Obligations**

1. All Full Members shall have the obligation to:
	1. Uphold the bylaws of the WVNA and the bylaws of ANA;
	2. Abide by the Code for Nurses as adopted by the ANA and WVNA Membership Assembly;
	3. Pay dues as required by the WVNA and ANA;
	4. Upon consent to serve will fulfill the requirements of an office or committee if elected or appointed.
2. All State Members shall have the obligation to:
	1. Uphold the bylaws of WVNA;
	2. Abide by the Code for Nurses as adopted by the WVNA Membership Assembly;
	3. Pay dues as required by the WVNA;
	4. Upon consent to serve will fulfill the requirements of an office or committee if elected or appointed.

**Section 05 Dues**

1. Full Members:
	1. WVNA is a constituent member of ANA and shall pay dues to ANA in accordance with policies adopted by the ANA.
	2. The annual dues for a Full Member of WVNA/ANA shall be established by a majority of the delegates present and voting at WVNA annual meeting of the Membership Assembly and will include the present rate of per capita dues paid by WVNA to ANA. Any changes in the rate of per capita dues paid by WVNA to ANA shall automatically be incorporated into annual WVNA dues.
	3. Full Members will be notified of any proposal to change the amount of WVNA/ANA dues a minimum of two months prior to the annual meeting of the Membership Assembly.
2. State Members:
3. WVNA is a non-profit professional association and shall collect dues for State Membership in accordance with the policies and procedures set forth by the WVNA Board of Directors.
4. The annual dues for a State Member shall be established by the WVNA Board of Directors. Any change in this rate will be established by a majority of the members present and voting at the WVNA annual meeting of the Membership Assembly.
5. State Members will be notified of any proposal to change the amount of WVNA dues a minimum of two months prior to the annual meeting of the Membership l Assembly.
	1. Payment of Dues and Fees
6. Full Members
	1. Full Members shall pay dues and fees to WVNA/ANA according to current policy.
	2. Full Members who fail to pay dues and fees as required shall forfeit all national and state membership rights.
	3. No money shall be refunded or additional monies collected when a change in dues category occurs within the membership year.
7. State Members
	1. State Members shall pay dues and fees to WVNA according to current policy.
	2. A State Member who fails to pay dues and fees as required shall forfeit all membership rights.

***Adopted: 10/05***

***Reviewed by Bylaws Chair: 11/94, 11/95, 9/97, 8/00, 6/05***

***Revised 10/00, 10/05, 8/12. 8/13, 8/17***

**Article III**

**Districts**

**Section 01 Composition**

The WVNA shall be composed of Districts that meet the qualifications and responsibilities specified by the Board.

**Section 02 District Leaders**

Each district shall have a leader. The district leader will function as a liaison between the Board and the district members.

**Section 3 Obligations**

1. Districts shall be required to:
	1. Abide by WVNA bylaws;
	2. Submit reports to WVNA Board of Directors (upon request);
	3. Ensure all District correspondence are on file with the WVNA.

 ***Adopted: 11/90,***

***Reviewed by Bylaws Chair: 11/94, 11/95, 9/97, 8/00, 6/05***

***Revised 10/00, 10/05, 8/12, 8/13, 8/17***

**Article IV**

**Nursing Congresses**

**Section 01 Composition**

1. WVNA members may establish a Congress provided that the proposed Congress:
	1. Meets criteria established by and submits an approved application to, the WVNA Board of Directors; and
	2. Designates a representative to serve as a liaison to the WVNA and Board.

**Section 02 Rights and Responsibilities**

1. Each congress shall :
	1. Be entitled to participate in the WVNA Board of Directors with vote if at least 20% of the members of the sponsoring specialty organization (total not to be less than 25 members in WVNA if there is no nursing organization pertaining to the group) have a dual membership; both in the specialty organization and the WVNA. *\*Special consideration will be granted for organizations with less than 50 members.*
	2. Upon request from the Board, make reports or presentations to meetings of the WVNA Board or Membership Assembly within its area of expertise;
	3. Be entitled to submit the names to WVNA of registered nurses qualified for appointment to congresses and committees within the WVNA and to boards and commissions within the state government structure;
	4. Be entitled to contribute articles to *West Virginia Nurse* Quarterly;
	5. Provide a membership list indicating number of WVNA membership which shall be updated regularly and maintain by the WVNA.

***Adopted: 11/90,***

***Reviewed by Bylaws Chair: 11/94, 11/95, 9/97, 8/00, 6/05***

***Revised: 10/00, 10/05, 8/12, 8/13, 8/17***

**Article V**

**Organizational Affiliates**

**Section 01 Composition**

An organizational affiliate member of WVNA is an organization that meets criteria established by and is approved by WVNA Board of Directors with application.

**Section 02 Responsibilities**

**I.** Each organizational affiliate shall:

1. Maintain a mission and purpose statement harmonious with the purposes and functions of WVNA;
2. Pay annual dues to WVNA;
3. Provide a membership list to WVNA.

**Section 03 Rights**

**I.** Each organizational affiliate shall be entitled to:

1. Upon request from the Board, make reports or presentations to meetings of the WVNA Board or Membership Assembly within its area of expertise;
2. Submit the names to WVNA of registered nurses qualified for appointment to congresses and committees within the WVNA and to boards and commissions within the state government structure, and;
3. May contribute articles to WV Nurse Quarterly.

***Adopted: 8/13***

***Revised: 8/17***

**Article VI**

**Membership Assembly**

**Section 01 Definition**

The Membership Assembly is the governing and official voting body of WVNA.

**Section 02 Composition**

1. The WVNA Membership Assembly shall be composed of individual members of WVNA who have presented credentials at the time of registration of the annual meeting.
2. A courtesy seat (non-voting) shall be extended to the West Virginia Student Nurses Association and to each organizational affiliate.

**Section 03 Authority**

1. The WVNA Membership Assembly shall:
	1. Determine the Association policies and positions;
	2. Delegate authority and define accountability for the implementation of association policies and positions approved by the WVNA Membership Assembly;
	3. Approve annual budget as presented by the Finance Committee;
	4. Approve Health, Policy and Legislation (HP&L) statement as presented by the HP&L Committee;
	5. Approve election results.

**Section 04 Meetings**

1. An Annual meeting of the Membership Assembly shall be held at such time and place as determined by the Board of Directors. The call to meeting shall be made available to each member one month before the first day of the annual meeting.
2. Special meetings may be called by the Board of Directors. The call to such special meeting will be made available to each member at least ten days prior to the meeting.
3. Conference calls may be called by the Board of Directors or WVNA President upon acknowledgement that a need for conference call exists (i.e., planning, legislation, etc.). The call shall be scheduled and members will be notified with instructions for joining the call.

**Section 05 Quorum**

A quorum shall be a majority of the Board of Directors, one of whom shall be WVNA President, President-elect, or Vice President, and those members present at the annual or any special meeting of the Membership Assembly.

**Section 06 Voting Body**

The voting body at the annual meeting Membership Assembly and special meetings of WVNA shall consist of members in attendance who have presented credentials at the time of registration for the meeting.

**Section 07 Representation at National Meetings**

1. The WVNA is entitled to representation at the ANA meetings.
2. The WVNA president or alternate designated board member, shall be a representative to ANA. The number of representatives determined by ANA apportionment policy and minimum of two alternates shall be elected by the Membership Assembly at the annual meeting in the even years by secret ballot for a term of two years, or until a successor is elected.
3. All WVNA representatives to ANA and or meeting appointees must be Full Members in good standing.

***Adopted: 11/90***

***Reviewed by Bylaws Chair: 11/94, 11/95, 8/00, 6/05***

***Revised: 11/97, 10/00, 10/05, 8/12, 8/13, 8/17***

**Article VII**

**Board of Directors**

**Section 01 Definitions**

The Board of Directors, a corporate body, shall serve as the agent for the Membership Assembly.

**Section 02 Composition**

1. The Board of Directors shall consist of elected officers and directors, each of whom shall be a member of WVNA that meet criteria for qualifications for membership.
	1. There shall be five officers: president, president-elect, vice president, secretary, and treasurer.
	2. The immediate past president shall serve as ex-officio member for one year after leaving office.
	3. The Board of Directors shall provide a courtesy seat to the president of the West Virginia Student Nurses Association or his or her designee, as well as their appointed advisor who may participate in meetings of the Board without vote;
	4. Each approved Nursing Congress that has at least 20% of their members in WVNA shall designate a representative to serve as a voting Director member of the Board.
	5. The Board of Directors shall designate one District Leader as a representative to serve as a voting Director member of the Board.

**Section 03 Authority**

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

**Section 04 Accountability**

The Board of Directors shall report and be accountable to the WVNA Membership Assembly.

**Section 05 Responsibilities**

1. The Board of Directors shall:
2. Exercise the corporate responsibility and fiduciary duties of the Association consistent with applicable provisions of law;
3. Provide for implementation of the Association’s policies and positions of the WVNA Membership Assembly within prescribed statutory responsibilities;
4. Establish policies and provide for the transaction of business and coordination of Association activities in the interim between meetings of the Membership Assembly;
5. Provide for the adoption of financial policies, adoption of the Association’s budget which incorporates program plans of structural units, surveillance of WVNA funds, the annual review of books by a certified public accountant and reporting to the membership and the Membership Assembly;
6. Provide for the operation and maintenance of a state headquarters;
7. Appoint and define the authority and responsibilities of the executive director necessary for the administration of WVNA policies, programs and activities;
8. Annually appoint a panel of three members of the Board of Directors, one of whom shall be the President to review and evaluate performance of the executive director. The results of review; along with recommendations will be presented to the entire Board of Directors;
9. Control the use of the official insignia and the procurement and sales of relics thereof;
10. Define qualifications for appointive offices unless otherwise specified in these bylaws;
11. Establish or dissolve special committees and define the purpose and authority of such groups;
12. Recommend to the Bylaws Committee the establishment or dissolution of standing committees or congresses and define the purpose and authority of such groups;
13. Make appointments and fill vacancies as necessary and as provided in these bylaws;
14. Provide for WVNA liaisons or representation at meetings of voluntary organizations, public or government agencies upon request or as deemed appropriate;
15. Assume such other duties as may be provided elsewhere in these bylaws and the WVNA Membership Assembly;
16. Appoint a designee in accordance with ANA policy to attend the ANA Membership Assembly in the absence of the president;
17. Appoint a Board member to act as liaison to the West Virginia Student Nurses Association;
18. Grant Congress status in accordance with these Bylaws;
19. Grant organizational affiliate status in accordance with these Bylaws;
20. Establish fees for specified activities and services;
21. Appoint members to the Board of Trustees of the WV Nurses Political Action Committee (WVN-PAC) as specified in the Bylaws of WVN-PAC;
22. Determine the Association’s selections to be submitted to the Governor for expired positions on the WV Board of Examiners for the RN and LPN Board pursuant to WV Code.

**Section 06 Terms of Office**

1. Officers shall be elected for a two-year term. President-elect, and Treasurer shall be elected in even-numbered years. The Vice President and Secretary shall be elected in odd years.

**A.** The President-elect shall automatically become President upon the completion of their two year term as President-elect.

1. No officer or director shall serve more than two consecutive terms in the same office and no more than eight consecutive years on the Board of Directors. An officer or director who has served 12 months or more shall be considered to have served a full term.
2. Members may become candidates for office either by nomination by the Committee on Nominations and Awards (see Article: Responsibilities for Functions and Duties of Committee) or by self-declaration/application.
3. WVNA members shall be eligible to serve in only one elected office at any one time. This provision does not apply to the position of ANA delegate.

**Section 07 Qualifications**

1. To be eligible to serve on the Board of Directors, a person shall:
	1. Hold current Full Membership in WVNA and ANA;
	2. Not currently be serving as an officer or director of another organization wherein such participation may result in a conflict of interest with WVNA.

**Section 08 Vacancies**

1. In the event of a vacancy occurring:
2. In the office of president, the president-elect shall become the president;
3. In the office of vice president, secretary or treasurer, the Board shall elect a person to fill the vacant office.

**Section 09 Meetings**

1. Meetings shall be held at least quarterly at such time and place as shall be determined by the Board.
2. A Strategic Retreat and Orientation Meeting shall be held annually.
3. Special meetings of the Board may be called by the President and shall be called with at least three days’ notice upon written request of six or more members of the board.
4. Business which requires immediate action by the Board may be conducted by e-mail, regular mail, telephone, or fax. Such actions shall be subject to ratification at the next regular meeting of the Board.
5. Special Association sponsored events such as Nurse Unity Day, annual meeting Membership Assembly, and conferences shall be at such time and place determined by the Board.
6. Absence from more than two consecutive, regularly scheduled meetings without good cause will be considered as resignation and a vacancy declared by the Board.

**Section 10 Quorum**

A majority of the Board, including the president, president-elect, or vice president, shall constitute a quorum of any meetings of the Board.

**Section 11 Executive Committee**

There shall be an executive committee of the Board composed of the officers who shall have all powers of the Board to transact business of an emergency nature between board meetings. Such transactions shall be reported and ratified at the next regular Board meeting.

**Section 12 Functions of Officers**

1. Officers shall assume duties usually performed by such officers as defined in these bylaws or by the Board.
2. The president shall be a chair of the annual meeting Membership Assembly, the Board of Directors, Executive Committee, representative to ANA Membership Assembly, and ex-officio member of all committees except the Nominating Committee.
3. The president-elect shall assume all the duties of the president in the president’s absence and shall serve as a board liaison for committee chairs, shall be a member of both the Health Policy and Legislation Committee and WVN-PAC.
4. The vice president shall assume all the duties of the president and the president-elect in their absence and shall be chair of the Unity Day planning committee.
5. The secretary shall be responsible for ensuring that the records are maintained of meetings of the Board and Membership Assembly and serve as a member of the Board of Directors, the Executive Committee of the Board of Directors, shall notify members of the annual meeting of the Membership Assembly, and serve as a liaison with the editor of the WV Nurse.
6. The treasurer shall be chair of the Finance Committee, shall be accountable for the fiscal affairs of WVNA and shall provide reports and interpretation of WVNA’s financial condition, as may be requested, to the annual meeting of the Membership Assembly, the Board of Directors, and the membership.
7. Officers and directors shall fulfill the responsibilities of the Board of Directors as defined in these bylaws:
8. The officers and directors shall set annual goals for each standing committee of the association.

***Adopted: 11/90***

***Reviewed: 11/95, 9/97, 8/00, 6/05***

***Revised: 10/94, 10/00, 10/05, 8/12, 8/13, 8/17***

**Article VIII**

**Standing Committees**

**Section 01 Definitions**

There shall be standing committees on Bylaws and Policies and Procedures, Finance, Health Policy and Legislation, Membership, Nominations and Awards, and Unity Day Planning.

**Section 02 Appointments**

1. Each standing committee shall be composed of members of WVNA and shall be appointed by the WVNA Board of Directors. All chairs should be Full members.
2. Committee chairs shall be appointed by the Board of Directors with the following exceptions: The chair of the Committee on Finance shall be the treasurer. The chair of Unity Day shall be the vice-president. The chair of Unity Day and the HP&L Committee shall not be the same person.
3. A member shall not serve as chair to more than one committee at the same time.

**Section 03 Quorum**

A majority of any committee shall constitute a quorum at any committee meeting.

**Section 04 Reports**

1. Chairs of Standing Committees shall submit a written quarterly update (upon request) and an annual report due by Board Retreat to the WVNA Board of Directors and the editor of The *WV Nurse*.
2. Chairs of Standing Committees shall provide budget requests and information to the Finance Committee on an annual basis or upon request.

**Section 05 Terms of Office**

Members of standing committees, except the Committee on Nominations and Awards shall serve a 2-year term or shall serve until their successors are appointed. No member of a standing committee may serve more than two consecutive terms on any one standing committee.

**Section 06 Vacancy**

1. The absence of a member without good cause from two consecutive meetings of a committee may be considered a resignation and constitute a vacancy.
2. A vacancy on a standing committee shall be filled by appointment of the Board of Directors.

**Section 07 Functions**

1. *The Committee on Bylaws and Policies and Procedures shall:*
	1. Annually review the bylaws and policy and procedures of WVNA and recommend corrections or amendments as appropriate;
	2. Draft the proposed text of all amendments to WVNA bylaws and upon review by the Board of Directors, submit them to the Membership in accordance with the provisions of these Bylaws;
	3. Consider other matters relating to the functions of the Association and report its findings and recommendations as appropriate.
		1. *The Committee on Nominations & Awards shall:*
2. Implement and oversee that the policies and procedures set forth by the WVNA Board of Directors and adopted by the Membership Assembly for conducting a valid elections are followed.
3. Issue a call for qualified nominees/candidates no later than 90 days before the WVNA Membership Assembly.
4. Prepare a slate of one or more qualified candidates for each office to be filled:

**1.** Request from individual members nominations of members who are qualified and willing to serve if elected.

**2.** The committee may consider the candidates suggested from other sources.

**3.** Attempt geographical and occupational group representation on the ballot, these being representative of members concerned with nursing practice, nursing administration and nursing education.

**4.** An individual member of WVNA who meets the established qualifications for an elective office may declare as a candidate by writing to the WVNA office or to the chairperson of the Committee on Nominations and Awards. Applications for office by self-declaration shall be received by WVNA or by the Committee on Nominations within 30 days after call for nominations goes out.

1. Insure that candidates for office meet established qualifications and shall consent to serve if elected.
2. Make the slate of candidates available for distribution to WVNA members.
3. Provide candidate bios prior to, or concurrent with, the election
4. Maintain the election be held open for no less than10 days of voting.
5. Provide the election shall be held prior to the annual meeting of the Membership Assembly of WVNA, where winners will be announced.
6. Provide results for publication in *West Virginia Nurse.*
7. Implement the policies and procedures set forth by the WVNA Board of Directors for bestowing awards.
8. Plan and implement award presentation.
9. *Committee on Finance shall:*
	1. Prepare an annual budget for the Board of Directors;
	2. Monitor the investment and expenditure of Association funds and overall status of WVNA and report its findings and make recommendations to the Board of Directors;
	3. Recommend to the Board of Directors selection of the agency retained to audit WVNA financial records and monitor the reports of these audits;
	4. Recommend to the Board of Directors those officers and other persons who need to be bonded and amount for each.
10. *The Committee on Health Policy and Legislation shall:*
	1. Study the proposed programs, services, activities and resources of health care and health planning in relation to needs within the state;
	2. Monitor trends and developments in legislative and government areas as they relate to state or national health policy;
	3. Recommend a legislative program to the Board of Directors and solicit approval from the Membership Assembly at the annual meeting;
	4. Implement the legislative program adopted by the Board of Directors and the Membership Assembly;
	5. Serve as this Association’s liaison with the ANA legislative program;
	6. Plan and implement legislative protocol for the WVNA Lobbyist during legislative session.
11. *The Unity Day Planning Committee shall:*
	1. Be responsible for the planning, implementation and evaluation of Unity Day activities;
	2. Prepare a budget for Unity Day for Board of Directors approval.
12. The Membership Committee shall:
	1. Research and prepare action plan to recruit and retain members into WVNA on an annual basis or upon the Board of Directors request;
	2. Analyze current membership benefits and annually propose changes and additions to the WVNA Board of Directors;
	3. Monitor and oversee monthly membership procedures set forth in the policies and procedures;
	4. Include the following as members; the President, the Past Membership chair, the Executive Director or designee.

 **Section 08 Minutes**

1. All committee chairs shall appoint record keeper to take minutes of all meetings, type, and submit copies to committee members and the WVNA headquarters within 3 weeks following the meeting.
2. Chairs of standing committees shall provide written reports to the Board prior to quarterly meetings and to the editor of the *West Virginia Nurse* prior to the deadline for each edition*.*
3. Chairs of standing committees shall provide reports to be presented during the annual meeting of the Membership Assembly. ***Adopted: 11/90***

***Reviewed: 11/95, 9/97, 8/00, 6/05***

***Revised: 11/97, 10/00, 10/05, 8/12, 8/13, 8/17***

**Article IX**

**Fiscal Year**

The fiscal year of this Association shall be January 1-December 31. ***Adopted: 10/01***

***Reviewed by Bylaws Chair: 11/94, 11/95, 8/00, 6/05, 8/17***

***Revised: 11/97***

**Article X**

**Official Publication**

The *West Virginia Nurse* shall be the official publication of this Association and shall be provided to each member. ***Adopted: 11/90***

***Reviewed by Bylaws Chair: 11/94, 11/95, 9/97, 8/00, 6/05, 8/17***

***Revised: 11/92***

**Article XI**

**Honorary Recognition**

1. Honorary recognition may be conferred by a unanimous vote of the WVNA Board of Directors on a nurse or person who is not a nurse who has rendered distinguished service or valuable assistance to the nursing profession.
2. Any WVNA member, or Congress may recommend to the WVNA Board of Directors the names(s) of any individual(s) deserving recognition. The recognition shall be conferred at a time and place selected by the Board of Directors.
3. Honorary Recognition confers social privileges only. One may be a member and also hold Honorary Recognition.
4. Honorary Recognition shall not be conferred on more than two persons at any annual meeting.

***Adopted: 11/90***

***Reviewed by Bylaws Chair: 11/94, 11/95, 9/97, 8/00, 6/05***

***Revised: 10/00, 8/17***

**Article XII**

**Amendments**

**Section 01 Amendments with Notice**

Amendments proposed by the Committee on Bylaws and Policies and Procedures for action by the members shall be submitted to the secretary of this Association two months in advance and shall be appended to the official notification of the annual or special meeting.

**Section 02 Amendments without Notice**

These bylaws may be amended without prior notice at an annual or special meeting of this Association by 99 percent of the members present and voting. ***Adopted: 11/90***

***Reviewed by Bylaws Chair: 11/94, 11/95, 9/97, 8/00, 6/05, 8/17***

***Revised 10/00***

**Article XIII**

**Parliamentary Authority**

**Section 01 Roberts Rule of Order**

The most current issue of Roberts Rules of Orders governs this Association in all Parliamentary situations that are not provided for in the law or in the character, bylaws or adopted rules of the WVNA

***Adopted: 6/05***

***Reviewed by Bylaws chair: 8/17***