OREGON NURSES ASSOCIATION
Constituent Association 3 Bylaws

Article I: Name, Boundaries and Responsibilities

Section 1. The name of this Association is Constituent Association # 3, hereinafter referred to as CA #3.

Section 2. CA #3 shall be comprised of nurses who work or reside in Marion, Polk, and Yamhill counties or such boundaries as the Oregon Nurses Association (ONA) Board of Directors designates. The purpose of CA #3 is to a) work for improvement of health standards and the availability of health care services for all people; b) foster high standards of nursing; and c) stimulate and promote the professional education and development of nursing.

Section 3. CA functions are to:
A. promote standards of nursing practice, nursing education and nursing services.
B. assist adherence to the ANA Code of Ethics for Nurses.
C. act and speak for the nursing profession in regard to legislation, governmental programs and health policies.
D. encourage the professional development of nurses.
E. serve as the local spokesperson with allied professional, community and governmental groups and with the public.
F. promote relationships among nurses and local nursing students.
G. assume an active role as consumer advocate in health.
H. maintain communications with constituents and members through official publications.
I. provide for representation of CA#3 Marion, Polk and Yamhill counties nurses in the ONA House of Delegates.
J. promote relationships among nurses and nursing students within the boundaries of the Constituent Association.
K. represent nurses and serve as their CA #3 spokesperson with allied professional, community, and governmental groups and with the public.
L. support research in using and encourage the utilization of new knowledge as a basis for nursing.
M. promote the economic and general welfare of nurses.
N. assist our state association and preserve documents and other materials which have contributed and continue to contribute to the historical and cultural development of nursing.

Article II: Membership, Dues and Fees

Section 1. The CA membership will be composed of ONA members in good standing as defined in the ONA Bylaws in Article II: Membership Section 2 as follows and who practice or reside within the CA’s designated boundaries. A member will belong to only one (1) CA for all matters related to the ONA House of Delegates.

Section 2. Good Standing
A. An ONA member in good standing is one:
   1. who currently resides in Oregon, or has resided in Oregon in the previous four (4) years, or maintains a residence in Oregon, or works as a RN for an employer in Oregon, or is represented by ONA for purposes of collective bargaining;
   2. whose dues are not delinquent; and
   3. who abides by these Bylaws and adopted policies.
Section 3. Members of the CA will have privileges as stated in the ONA Bylaws and in these CA Bylaws.

Section 4. The CA may establish a fee to support the activities and programs of CA #3 as provided in these Bylaws and as approved by the ONA Board of Directors. The fee will become part of the annual dues to be a member of ONA and this CA.

Section 5. No monies will be refunded or additional monies collected retroactively when a change of CA membership is made in accordance with the ONA Bylaws and adopted policies.

Article III: Meetings

Section 1. CA Membership Meetings

The CA will meet at least semi-annually; one (1) meeting may be in conjunction with, or by attendance at the ONA House of Delegates. The CA’s Board of Directors will set the time and place for such meeting(s). CA members and a majority of the Board of Directors, including either the President or the Vice President, will constitute a quorum at any CA Membership meeting. The Board of Directors of Constituent Association #3 will meet a minimum of four times per year, which includes the CA#3 annual meeting, and members are welcome to participate.

Section 2. Special and Emergency CA Membership Meetings

A. Special meetings may be called by a majority of the Board of Directors, including the President and/or the Vice President, or by written request of a minimum of five (5) CA members.

B. An Emergency meeting may be called by the “Executive Committee” defined as the four officers: President, Vice President, Secretary/Treasurer. This committee has the responsibility for dealing with business of an “emergency nature” that might arise between regularly scheduled meetings of the entire Board of Directors and meets a need higher than calling a Special Meeting. An emergency meeting may take place by phone, email or face to face. Such emergency meetings must be reported to the Board of Directors at the next regularly scheduled meeting.

Section 3. Attendance

The meetings of CA #3 are open to all members of the CA, nursing students and invited guests. Others may be allowed to attend such meetings with a majority vote of the Board of Directors, present and voting at the meeting.

Section 4. Notification

Notification of the time, place, program and/or agenda of the meeting will be made available to all CA members at a minimum of fourteen (14) days prior to the meeting. Annually the meeting dates will be placed on the ONA website under CA #3 with “agenda to be determined”, unless the specific program is known.

Section 5. Annual Meeting

The annual meeting of CA #3 shall be held at a time and place decided upon by the Board of directors at which time the annual report will be presented.
Article IV: Board of Directors

Section 1. Definition

The Board of Directors is composed of elected members and serves as the agent for CA #3 membership.

Section 2. Composition

The Board will consist of the CA’s President, Vice President, Secretary/Treasurer and three (3) Members-at-large. Each member of the Board must be, and remain a member in good standing.

Section 3. Responsibilities of the Board of Directors

The Board will carry out the responsibilities stated in the ONA Bylaws including, but may not be limited to:

A. establishing policies and providing for the transaction of business and coordination of the CA's activities in the interim between membership meetings.
B. exercise corporate responsibility and fiduciary duties of CA#3 by providing for the adoption of financial policies, budget for the CA's funds, the annual auditing of all books and reporting to the membership.
C. establishing standing and special committees as necessary to implement its’ duties, making appointments and filling vacancies as necessary as provided for in these Bylaws.
D. provide for implementation of action and directives of the membership within prescribed statutory responsibilities.
E. provide for CA #3 liaison or representation at meetings of voluntary organizations, public or governmental agencies upon request or as deemed appropriate.
F. assume such other duties as may be provided elsewhere in these Bylaws.

Section 4. Terms of Office

Elections for the Board of Directors will occur at the same time as the CA #3 delegates to the ONA House of Delegates for a two (2) year term or until a successor is elected. Each member's term will begin at the opening of the next regular ONA House of Delegates and end at the beginning of the next regular ONA House of Delegates.

a. President, Secretary/Treasurer, and Director #2 shall be elected in even years.
b. Vice President and Directors #1 and #3 shall be elected in odd years.
c. In order to encourage student nurse participation in ONA, CA #3 will allow an Oregon Student Nurse Association (OSNA) member to participate at the CA #3 BOD meetings, allowing participation but no vote. Representation will be from schools of nursing within the counties represented by CA#3. A notice will be sent to the Dean of each of the four schools of nursing, requesting that an interested OSNA member be encouraged to participate. Each school will be encouraged to make a democratic decision regarding who will represent their school with CA #3 and ONA. CA #3 will accommodate one student from each school of nursing.
Section 5. Vacancies

A. In the event of a vacancy occurring in the office of President, the Vice President will become President and ONA delegate.
B. All other vacancies on the Board will be filled by Board appointment with qualified members.

Section 6. Board Meetings

A. Board of Directors meetings will be open to all CA members in good standing.
B. A majority of the Board, including either the President or the Vice President, will constitute a quorum at any meeting.

Section 7. Responsibilities of Officers

A. Officers will assume duties usually performed by such officers and as defined by these Bylaws or by the ONA Board of Directors.
B. The President will serve as a delegate to the House of Delegates, the Vice-President will serve as the second delegate, and the Secretary/Treasurer will serve as the third delegate, as needed.
C. The President will be chairperson of the Board and membership meetings, and serve on all committees except for the Nominating Committee. Committee service will be as an ex-officio member without vote.
D. The Vice President will assume the duties in the President’s absence.
E. The Secretary/Treasurer will keep minutes of all meetings.
F. The Secretary/Treasurer will be accountable for the fiscal affairs of the CA, receive fees, and deposit such funds in the Board designated bank and pay bills approved by the Board, and submit all minutes, books and accounts for audit as specified by the Board, or as directed by ONA.

Section 8. Succession of Officers

An officer will deliver to his/her successor all accounts, record books, papers, or other property belonging to the CA within two (2) weeks of leaving office.

Article V: Standing Committees and Task Forces

Section 1. Definition

There will be standing committees which will assume such duties as are specified in these Bylaws and such other related duties as may be assigned. Standing committees will be accountable to the CA and submit reports to the Board of Directors.

The standing committees include, but are not limited to:
A. Bylaws
B. Nominating

Section 2. Composition

A. The Board of Directors will develop and establish a policy for standing committees, number of members and quorum.
B. The Board of Directors will appoint and establish a taskforce(s) as needed.
Section 3. The Committee on Bylaws will consist of members in good standing and have the following responsibilities:

A. Suggest, receive and prepare proposed amendments to the Bylaws of the CA, report to the Board of Directors, and submit to the ONA’s Committee on Bylaws any proposed amendments to these Bylaws to ensure compliance with ONA Bylaws and adopted policies. Upon ONA approval, the Committee will send the proposed amendments to the membership for vote.
B. Review these Bylaws to ensure compliance with the ONA Bylaws and adopted policies.
C. Refer questions about interpretation of these Bylaws to ONA’s Committee on Bylaws.

Section 4. The Nominating Committee will consist of members in good standing and have the following responsibilities:

A. Request names of candidates for elective offices of the CA from CA members and confirm that nominees meet established qualifications.
B. Send all members of the CA the notice of an election at the member’s last known home address, or if mutually agreed, by electronic means at least thirty (30) days prior to the close of the election. The notice of election must specify the offices to be filled and the candidate declaration due date.

Article VI: Nominations and Elections of Officers

Section 1. Nominations

A. Names of candidates for elective offices of the CA will be requested from all members in good standing.
B. Nominees will complete the Consent to Serve form, and agree to simultaneously being a candidate for office and a candidate for delegate to the ONA House of Delegates, if applicable. Only nominees that meet established qualifications may run for office.
C. A CA officer, excluding being an ONA delegate, can only serve in one (1) elected position at a time.

Section 2. Elections

A. Elections will be by secret ballot of voters determined by ONA from a list of eligible CA members. There will be no proxy voting.
B. Ballots will be mailed, or if mutually agreed, sent by electronic means, to the eligible voters at least fourteen (14) days ahead of the election deadline. Members joining the CA after the fourteen (14) day timeframe may request a ballot in writing or electronically from the CA President.
A. Completed ballots will be returned to ONA and processed according to ONA election policies and procedures. Candidates or their representatives will be allowed to oversee the counting of the ballots, if a mail vote is held.
B. A plurality vote will constitute an election. In case of a tie, the choice will be determined by lot.

Article VII: CA Delegates to the ONA House of Delegates

The selection and term of CA delegates is to be in accordance with the ONA Bylaws.
Article VIII: The CA’s Bylaws in relation to ONA’s Bylaws and adopted policies

ONA’s Bylaws and adopted policies will supersede these Bylaws or the CA’s policies that are inconsistent or in conflict. The ONA’s Committee on Bylaws will have the sole and final determination on whether there is an inconsistency or conflict.

Article IX: Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised will govern meetings of the CA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article X: Amendment of CA Bylaws

A. These Bylaws may be amended at any regular or special meeting of the CA membership by a two-thirds (2/3) vote of the members in good standing present and voting, provided that the proposed amendments have been appended to the call to the meeting. The call to the meeting will be issued fourteen (14) days prior to the meeting.

B. These Bylaws may be amended without previous notice at any meeting of the CA by a ninety-nine percent (99%) vote of the members in good standing present and voting.
Approval of Constituent Association #3
Bylaws Revision

Updated Bylaws and Final Approval by Vote on: October 2, 2015

Bylaws amended and approved by email/ mail vote of the CA #3 Membership and forwarded to the ONA Bylaws Committee for approval by the elected officers of Constituent Association #3. Verified by the officers in place at the time of the vote and whose names are listed below.

President: Jeanna Thurston ________________________________
Vice President: Kay Carnegie ________________________________
Secretary: Virginia Smith _________________________________
Treasurer: Position vacant

Directors:
Norma O’Mara ________________________________
Amber Gamel Miller ________________________________
Aaren Brown ________________________________
Position Vacant