OREGON NURSES ASSOCIATION
Constituent Association 14 Bylaws

Article I: Name, Boundaries and Responsibilities

Section 1. The name of this Association is Constituent Association 14, hereinafter referred to as CA.

Section 2. The boundaries of this CA are Jefferson, Deschutes, and Crook counties or such boundaries as the Oregon Nurses Association (ONA) Board of Directors designates.

Section 3. The CA's responsibilities are to abide by the terms of the ONA Bylaws.

Constituent associations must:
A. adopt and maintain Bylaws that are consistent with the ONA Bylaws and adopted policies. The ONA Bylaws and adopted policies will supersede any inconsistent Bylaws or policies of the CA.
B. comply with and carry out the responsibilities listed in the ONA Bylaws, adopted policies and governing documents.
C. elect officers by secret ballot from its members in good standing.
D. select a delegation to the House of Delegates.
E. provide specific responsibility and accountability to the membership and the ONA Board of Directors for program activities to assist and support member mobilization and involvement at all levels of the organization.
F. provide organizational structure to enable free-flowing communications between members, the ONA Board of Directors and ONA Cabinets and Committees.
G. prior to ONA elections, submit to the ONA Nominations Committee, upon request, names of qualified potential candidates for ONA elective positions.
H. enter into and abide by written agreements requested by the ONA Board of Directors.
I. submit to the ONA Board of Directors copies of all governing body and committee minutes, financial reports and communications and such reports as may be required by the ONA Bylaws, adopted policies, and/or governing documents, or as requested by the ONA Board.
J. submit a report to the House of Delegates.

Section 4. 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.

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 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. Members of the CA will have privileges as stated in the ONA Bylaws and in these
CA Bylaws.

Section 3. The CA may establish a fee 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 4. 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.

Section 2. Special CA Membership Meetings

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.

Section 3. Attendance

The meetings of the CA are open to all members of the CA. 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.

Article IV: Board of Directors

Section 1. Definition

The Board of Directors is composed of elected members and serves as the agent for the CA 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 and effectuate 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. providing for the adoption of financial policies, adoption of the 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.
D. making appointments and filling vacancies as necessary as provided for in these Bylaws.

Section 4. Terms of Office

The initial election will be in 2013 and office term will begin at the conclusion of the election and end at the opening of the 2016 ONA House of Delegates. The next election for officers and all those thereafter will occur at the same time the CA delegates to the ONA House of Delegates are 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, or until a successor is elected.

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 or until a successor is elected.

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, as needed, the secretary will serve as the third delegate, as needed, and the treasurer will serve as the fourth 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 a vote.
D. The vice-president will assume the duties in the president’s absence.
E. The secretary will keep minutes of all meetings, be accountable for recordkeeping, reporting of all CA and Board meetings, and preserve all pertinent papers, lists, and transactions.
F. The treasurer will be accountable for the fiscal affairs of the CA, receive fees, deposit such funds in the Board designated bank, pay bills approved by the Board, and submit all 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.

C. 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.

D. 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.