

**OKLAHOMA NURSES ASSOCIATION**  
**Region 2 Bylaws**

**ARTICLE I: Purposes**

**Section 1**

- a. The purposes of 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, lifestyle, nationality, race, religion, or sexual orientation.

**Article II: The Board of Directors**

**Organizational Structure**

The affairs of ONA Region 2 are under the purview of elected Board of Directors (BOD)

**Section 1: Board of Directors**

The ONA Region 2 BOD, is composed of officers and directors elected by ONA Region 2 membership.

**Section 2: Composition**

The BOD shall consist of officers and directors, each of whom is a member of ONA Region 2.

- a. There shall be four (4) officers: President, President-Elect, Secretary and Treasurer.
- b. There shall be five (5) directors: Four directors-at-large and ONA Region 2 Representative.

**Section 3: Responsibilities**

- a. Transact general business of ONA Region 2 between regular meetings. All business transactions and decisions shall be reported at each regular meeting.
- b. Exercise fiduciary duties of the organization:
  - 1) Preservation of materials, equipment and funds;
  - 2) Examination of books by a public accountant in odd numbered years;
  - 3) Payment of authorized expenses;
  - 4) Approval of any expense in excess of \$500.00;
  - 5) Maintenance of financial policies and procedures;
  - 6) Approval of an annual budget to membership for adoption;
  - 7) Presentation of an annual financial statement to the membership and ONA BOD.

- c. Address regional issues;
  - 1) Make appointments and fill vacancies as designated in these bylaws;
  - 2) Authorize special committees as needed;
- d. Provide representation to ONA HOD, i.e., delegates and alternates for credentialing to HOD
- e. Schedule an annual meeting, to include presentation of scholarships and induction of officers;
- f. Interpret ONA positions;
- g. Function in compliance with ONA Region 2 bylaws.

#### **Section 4: Duties of Officers**

**a. President:**

- 1) Serves as chairperson of BOD;
- 2) Appoints members of special committees and task forces with approval from BOD;
- 3) Fills vacancies with the approval of BOD;
- 4) Presides at all meetings of Region 2;
- 5) Serves as a delegate to the ONA HOD.
- 6) Performs other duties assigned by BOD.

**b. President-Elect:**

- 1) An active assistant to the president:
- 2) Gains knowledge of region affairs in preparation for term as president.
- 3) Serves as delegate to ONA HOD.
- 4) Assumes duties of the president in the event of his/her absence.

**c. Secretary:**

- 1) Conducts correspondence of Region 2 activities to members, to include preparation and distribution of newsletter and meeting information to members and local colleges of nursing.
- 2) Notifies ONA the names and addresses of all regional officers and committee chairpersons immediately after their election or appointment.
- 3) Notifies ONA of bylaws and all amendments adopted or changed by ONA Region 2.
- 4) Assumes all other duties assigned by BOD.

**d. Treasurer:**

- 1) Manages fiscal affairs of ONA Region 2.
- 2) Provides reports and interpretations of Region 2 financial position to BOD and membership.
- 3) Works with Directors at Large to develop and oversees the budget and applications to ONA for development funds.
- 4) Assumes other duties assigned by BOD.

**e. ONA Region 2 Representative:**

- 1) Serves as liaison between ONA Region 2 and ONA BOD and voting member of ONA BOD;
- 2) Reports activities of ONA BOD to ONA Region 2;
- 3) Serves as Delegate to ONA HOD;
- 4) Assumes other duties assigned by BOD.

- f. **Directors-at-Large:**
- 1) Provides leadership in addressing bylaws, finance, governmental activities, and membership promotion;
  - 2) Plans, coordinates and implements meeting programs for the year;
  - 3) Assists BOD in assessing learning needs of membership;
  - 4) Solicits applications for Region 2 and ONA awards and assures impartial selection of recipients;
  - 5) Assumes other duties assigned by BOD.
- g. 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 BOD member. This transfer shall occur immediately upon announcement of election results.

### **Section 5: Terms of Office**

- a. The term of office begins immediately upon the announcement of election results;
- b. President shall be elected for one year;
- c. President-elect elected each year and shall serve one year and automatically succeed to the presidency.
- d. All other officers and directors will be elected to a **two-year term** of office;
- e. The Treasurer, ONA Region 2 Representative, and two Directors- at-Large shall be elected in **uneven** years.
- f. The Secretary and two Directors-at-Large shall be elected in **even** years.
- g. No officer or director shall serve more than two consecutive terms in the same office and no more than **six (6)** consecutive years on BOD. An officer or director who serves more than half a term shall be considered to have served a full term.

### **Section 6: Meetings**

- a. ONA Region 2 BOD is expected to meet monthly and general membership meetings as determined by BOD.

## **Article III: Membership and Dues**

### **Section 1: Composition**

The ONA Region 2 shall consist of members who meet the qualifications identified in the ONA Bylaws.

### **Section 2: Qualifications**

- a. A registered nurse (RN) with a license in at least one state, territory, possession, or District of Columbia of the United States of America and has paid dues required for membership.
- b. Membership is unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, sexual orientation, or any other consideration.

### **Section 3: Membership Privileges and Obligations**

Members shall have the privilege and obligation to:

- a. Vote for ONA Region 2 officers;
- b. Serve in any ONA Region 2 elected or appointed position if elected;
- c. Abide by ANA Code of Ethics;
- d. Uphold the bylaws of ONA, ONA Region 2, and ANA/ONA standards of practice;
- e. Receive communications published by ONA and ONA Region 2.

### **Section 4: Dues**

Membership dues are collected via ANA/ONA and for a period of 12 months, starting with the first month of dues payment.

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

### **Section 1: Nominations Committee:**

- a. Committee members must have been ONA Region 2 member for at least one year and the nominee receiving the highest number of votes shall be the committee vice-chairperson and shall serve a second year as the committee chair to provide continuity for the committee.
- b. Prepare a slate of qualified members who are willing to serve;
- c. Update and implement the policies and procedures for nominations and elections established by these bylaws and the BOD, to include a time line of committee activities due at each BOD meeting;
- d. Communicates to membership the BOD offices open for election in the coming year election as per Article II, section 5 in these bylaws;
- e. Notifies all nominees of election results.

### **Section 2: Functions**

- a. All candidates for any office shall read and sign the “Consent to Serve” document and meet established qualifications;
- b. A member of the Nominations Committee may be a candidate for office;
- c. The ballot shall consist of:
  - 1) The President-Elect and ONA Region 2 delegates and alternates to ONA HOD who shall serve for one year.
  - 2) In **uneven years** the Treasurer, ONA Region 2 representative, and two Directors-at-Large, and shall serve for a two-year term;
  - 3) In **even years** the Secretary, and two Directors-at-Large and serve for a two-year term;
  - 4) Nomination Committee shall consist of **five** members elected for a two (2) year term. **Two (2) members** shall be elected in the **odd** number years and **three (3)** members shall be elected in the **even** years.

### **Section 3: Elections**

The ONA Region 2 BOD shall establish policies and procedures for elections consistent with ONA requirements.

## **Article V: Representation**

### **Section 1. Voting Body**

The voting body at all meetings of this association shall consist of all members in attendance.

### **Section 2: Qualifications**

All members shall present credentials before voting, as requested.

### **Section 3: ONA House of Delegates**

Region 2 shall have representation in the ONA HOD, as specified in ONA bylaws. The president, president-elect, and ONA Region 2 representative shall be included in the elected delegation of ONA Region 2. Delegates and alternate delegates shall be ONA members and elected by Region 2 membership. Elected delegates names will be submitted to the ONA office per ONA guidelines.

## **Article VI: Meetings**

### **Section 1: Regular Meetings**

Notices of all meetings shall appear in Region 2 newsletter, via email and on ONA website.

### **Section 2: Special Meetings**

A special meeting of ONA Region 2 may be called by the president. Notification of the membership, stating the purpose and time of such a meeting, shall be given with five (5) day notice.

## **Article VII: Quorum**

A quorum will be a simple majority of members present.

## **Article VIII: Fiscal Year**

The fiscal year of ONA Region 2 shall be from June 1 to May 31.

## **Article IX: Governance Guidelines**

Professionalism and respect guide all interactions among BOD and members. When there are issues that need a more structured approach, Robert's Rules of Order, Newly Revised, is the authority to be used.

## **Article X: Amendments**

Bylaws may be amended at any meeting; amending bylaws at any meeting without prior notice to membership, ninety percent of members' present must vote in favor of proposed amendments.

Revised April 1, 2001 Approved by membership vote 5-21-01  
Reviewed with no changes 10/18/05/2005;  
Reviewed with changes 12/8/2007; Approved by membership 31 Jan 2009;  
Approved amendment by membership 11/8/11  
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2012  
Reviewed and amended January 2016, approved by membership 9 Feb 2016.