

**Proposed Revisions INA Northwest Region (1) Operational Guidelines.
Dated April 29, 2015**

ARTICLE I: NAME, PURPOSE AND FUNCTIONS

Section 1. Name

The name of the association shall be Northwest Region (Region 1) of the Iowa Nurses Association, hereinafter referred to as INA.

Section 2. Purposes

- A. The purposes of Northwest Region shall be to:
 - 1. Support the mission and purpose of INA at the grassroots level.
 - 2. Provide a mechanism for representation of nurses in the region to state level activities.
 - 3. Provide a forum for discussion of professional issues of interest or concern; assist in developing organizational position statements; and setting public policy priorities.
 - 4. Stimulate increased INA membership.
- B. These purposes shall be unrestricted by considerations of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion or sexual orientation.

Section 3. Functions

- A. The functions of Northwest Region shall be to:
 - 1. Contribute to state level programs and activities and inform the membership of the ongoing work of the association.
 - 2. Encourage nurses in the geographic area of the region to become members of the association.
 - 3. Support economic and general welfare issues of nurses through workplace advocacy
 - 4. Support the INA legislative agenda.
 - 5. Support and cultivate the development of nurse leaders for positions at the regional and state level.

ARTICLE II: MEMBERSHIP AND DUES

Section 1: Composition

Northwest Region shall consist of those members who meet the qualifications for membership and reside in the Northwest Region.

Section 2: Qualifications

- A. Nurses who have been granted a license to practice as a registered nurse in at least one state, territory, or District of Columbia of the United States and who do not have a license under suspension or revocation in any such state, or is otherwise entitled by law to practice.
 - 1. Notwithstanding the foregoing, a nurse whose license is currently inactive, but whose license was in good standing with their licensing board at the time of placing the license on inactive status.
- B. Dues of INA for INA/ANA dual membership and Iowa only membership shall be established by the members at an annual or special meeting of the state organization.
 - 1. Membership rights shall be suspended upon failure to pay dues as required by current policy. Such rights will be re-instated upon payment of dues to bring the member current.

C. Membership shall be unrestricted by considerations of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, or sexual orientation.

Section 3. Membership privileges and obligations

- A. Privileges. Members who have joined through Northwest Region shall have membership privileges as outlined in INA and ANA bylaws.
- B. Obligations. Members who have joined through Northwest Region shall have membership responsibilities as follows:
1. Adherence to regional operational guidelines, INA and ANA bylaws.
 2. Adherence to the Code for Nurses as established by ANA.
 3. Refrain from actions, which are detrimental to the purposes, goals, and functions of INA and the region.

Section 4. Disciplinary Action

A. Members shall be subject to reprimand, censure, suspension, or expulsion for violation of membership obligations as outlined in the INA bylaws.

Section 5. Dues

- A. Dues for Northwest Region may be established by the members at an annual meeting or special meeting. Membership rights shall be forfeited upon failure to pay dues as required by current policy.
- B. Regional dues may be paid in addition and at the same time as the dues for INA, plus the dues the INA pays to ANA in accordance with the policies adopted by the ANA House of Delegates.

ARTICLE III: MEETINGS

Section 1: Region

A. Meetings

1. The Northwest Region will meet at least three times a year. One meeting will be the annual spring meeting, the second a fall meeting (prior to the annual meeting), and the third will be held during the annual INA meeting.
2. The order of business shall include:
 - a. Call to order
 - b. Reading of the minutes
 - c. Report of the treasurer
 - d. Report of the president
 - e. Report from the Region Representative to the INA Board
 - f. Unfinished business
 - g. New business
 - h. Election of officers (at the spring meeting)
 - i. Declarations of elections (at the spring meeting)
 - j. Adjournment
3. The president upon request may call special meetings of Northwest Region.
4. The voting body at any meeting of this association shall consist of the members who are in attendance. No member shall be permitted to cast more than one vote.
5. Two officers and 3 members shall constitute a quorum at any regular meeting of this association.
6. Two officers and 3 members shall constitute a quorum at any special meeting of this association.

7. Members shall be notified of the time, date, and place of meetings by standard or electronic methods at least 15 days prior to the meeting.
8. Informal meetings among members with similar interests may be held. Concerns regarding practice or policy issues should be directed to the regional representative, to the INA Board of Directors, or regional president.

Section 2. State

Each member in good standing attending the INA annual meeting shall have voice and vote.

ARTICLE IV: OFFICERS AND DUTIES

Section 1. Officers

The officers of Northwest Region shall be a president, vice-president, secretary/treasurer, regional representative and communication officer. Officers shall be elected at the spring meeting by those members in attendance. Vacancies in office shall be filled as hereinafter provided.

Section 2. Installation

Officers shall be installed at the spring meeting.

Section 3. Vacancies

In the event of a vacancy occurring in the office of president, the vice president shall become president until the next annual election. Vacancies of the office of vice president, secretary/treasurer, regional representative and communication officer shall be filled by appointment by the Board of Directors.

Section 4. Limitation of Term

No officer shall serve more than 2 successive terms in the same office. Service for a portion of the term greater than half shall be considered a term.

Section 5. Duties of officers

Officers shall perform the duties usually performed by such officers and also such duties that are specified in these operational guidelines.

A. President

The president shall:

1. Organize and preside at meetings and conduct them by the formal order of business.
2. Facilitate communication within the region.
3. Coordinate with the regional INA board representative.
4. Be responsible for any reports that may be required by the INA Board of Directors.
5. Appoint ad hoc committees to assist with various projects and regional activities as needed.

B. Vice President

The vice president shall:

1. Assist the president wherever needed.
2. Conduct meetings and assume duties in the absence of the president.

C. Secretary/Communications Officer

The secretary/communications officer shall:

1. Keep the minutes of all meetings of the region.
2. Notify all officers of their election or appointment.
3. Send to INA the names and addresses of all officers of the region within 2 weeks following their election.

4. Submit regional news to the INR quarterly.
5. Mail to the INA office, within 30 days after final adoption, complete and up-to-date copies of the amendments to the operational guidelines of Northwest Region.
6. Notify regional members by e-mail or the INR for nominations being sought prior to the annual meeting whenever needed.

D. Treasurer

The treasurer shall:

1. Receive and have charge of all funds of the region, deposit such funds in a bank designated by the Board of Directors, provide for the expenditure of such funds and pay bills by check. Serves on the INA Finance Committee.
2. Report the financial standing of the region whenever requested to do so and make a full report to the membership at the annual meeting.
3. Keep an itemized account of all receipts and disbursements and give a written report at the annual meeting.
4. Submit all books of accounts to two members of Northwest Region for annual audit.

E. Regional Representative

The Regional Representative shall:

1. Serve on the INA Board of Directors representing Northwest Region
2. Attend state and regional meetings.
3. Facilitate communication between the INA Board of Directors and Northwest Region.
4. Consult with the regional president when making decisions as a member of the INA Board of Directors.

- F. All officers shall within one month following expiration of their term of office surrender all property in their possession pertaining to their respective offices to the newly elected officer.

ARTICLE V: BOARD OF DIRECTORS

Section 1. Composition and Voting Privileges

The officers of Northwest Region shall constitute the membership of the Board of Directors. Only duly elected members or members appointed to fill vacancies may vote.

Section 2. Terms of Office

1. The president and secretary/communications officer shall be elected by the membership in odd numbered years. The vice president and the treasurer shall be elected in the even numbered years. The term of office of these officers shall commence at the adjournment of the spring meeting of Northwest Region of the year they are elected and shall continue for 2 years or until their successors are elected or appointed.
2. There shall be one regional representative for Northwest Region. This representative shall be elected by the membership in the even numbered years. The term of office of this representative shall commence at the adjournment of the INA Annual Meeting of the year they are elected and shall continue for 2 years or until their successor is elected or appointed.
3. No member of the Board of Directors shall be eligible to serve more than 8 consecutive years.

Section 3. Authority

The officers composing the Board of Directors of the region have the authority to conduct the business and affairs of the region and shall be exempt from personal liability for claim based on acts or omissions in the performance of their duties except for a breach of duty or misconduct or violations of the law, or for a transaction from which the person derives an improper personal benefit, in accordance with the provisions of the Iowa Code Section 50-4A.101.

Section 4. Duties of the Board of Directors

The Board of Directors shall:

- A. Transact business of the region.
- B. Exercise the corporate responsibility and fiduciary duties of the region consistent with applicable provisions of the law.
- C. Provide for implementation of action and directives of the membership within prescribed statutory responsibilities.
- D. Appoint ad hoc committees as necessary to carry out the purposes and functions of the region.
- E. Decide upon dates, times and meeting places for regional meetings.
- F. Assume such other duties as may be provided elsewhere in these operational guidelines and by the regional membership.

Section 5. Meetings

- A. The Board of Directors will meet as needed to conduct the business of the region.

Section 6. Quorum

A majority of the Board of Directors, one of whom shall be the president or vice president, shall constitute a quorum at any meeting of the board.

ARTICLE VI: COMMITTEES

Section 1. Ad Hoc Committees

The Board of Directors may establish ad hoc committees, such as finance, bylaws, public policy, nominations, program, education, communications and membership. The Board of Directors will appoint members of ad hoc committees.

ARTICLE VII: NOMINATIONS AND ELECTIONS

Section 1. Nominations

- A. Members seeking to be elected to offices may declare their candidacy 1 month prior to the regional spring meeting.

Section 2. Elections

- A. A regional member may cast 1 vote in the election of regional officers.
- B. A plurality of vote shall constitute an election; in case of a tie, the choice shall be determined by lot.
- C. Terms of office shall begin at the closure of the spring meeting of Northwest Region, with the exception of the regional representative who will take office at the end of the annual INA meeting.

Section 3. Election Challenge

Any challenge to the validity of elections shall be made in writing to the Regional Board of Directors within 30 days after the results of balloting for the election challenged are announced.

ARTICLE VIII: FISCAL YEAR

The fiscal year of Northwest Region shall be January 1 to December 31.

ARTICLE IX: OFFICIAL PUBLICATION

The official publication of Northwest Region shall be the INR, newsletter, or electronic communication.

ARTICLE X: AMENDMENTS WITH NOTICE

Section 1: Amendments with Notice

These operational guidelines may be amended at any meeting of the regional membership by a 2/3 vote of the members present and voting. All suggestions for proposed amendments shall be referred to and in the possession of the regional secretary 30 days before the date of the annual spring meeting and shall be appended to notice of the time and place of the meeting.

Section 2: Amendments without Notice

These operational guidelines may be amended without previous notice at any meeting of the regional membership by ninety percent of those present and voting.

ARTICLE XI: ESTABLISHMENT, BOUNDARIES AND DISSOLUTION

Section 1: Establishment of Constituent Associations

Constituent associations, which have been or which hereafter may be organized, whose guidelines are in harmony with the bylaws of the INA and have been approved by a majority vote of the Board of directors of INA shall be recognized as constituent associations of the Iowa Nurses Association.

Section 2: Boundaries

Boundaries of constituent associations shall be clearly defined and recorded by the Board of Directors of INA. Boundaries may be changed by a two-thirds (2/3) vote of the INA Board of Directors provided each constituent association involved has approved such changes.

Section 3: Dissolution

In the event the Board of Directors deems it advisable to dissolve Northwest Region, they shall adopt a resolution to this effect and shall also adopt a resolution of all debts and liabilities and for the disbursement of all assets, and for the preservation of all historically significant records and documents, in accordance with the purpose of the association. Acceptance of the resolution shall be by a two-thirds (2/3) vote of the members present and eligible to vote in an annual or special meeting of the region.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order, Newly Revised, shall govern the meetings of this region in all cases to which they are applicable, and in which they are not inconsistent with these bylaws.

Approved by the regional membership on 04/29/2015