

1 (2015)

2 BATON ROUGE DISTRICT NURSES ASSOCIATION BYLAWS

3 Article I

4 Name, Purposes, and Functions

5
6 Section 1. Name and Boundaries

- 7 a. The name of this association shall be the Baton Rouge District Nurses
8 Association, herein after referred to as BRDNA.
9 b. The Louisiana State Nurses Association (LSNA) designated the following
10 parishes as the Baton Rouge District: East Baton Rouge, West Baton Rouge,
11 Pointe Coupee, St. Helena, Livingston, Ascension and Iberville.
12

13 Section 2. Purposes

- 14 a. The purposes of the BRDNA shall be to promote the purposes of the American
15 Nurses Association (ANA) and the Louisiana State Nurses
16 Association (LSNA), which are to:
17 1. Work for the improvement of health standards and the availability of
18 Health care services for all people,
19 2. Foster high standards of nursing, and
20 3. Stimulate and promote the professional development of nurses.
21 b. These purposes shall be unrestricted by consideration of age, color, creed,
22 disability, gender, health status, lifestyle, nationality, race, religion, or sexual
23 orientation.
24

25 Section 3. Functions

26 The functions of BRDNA shall be to:

- 27 a. Promote standards of nursing practice, nursing education, and
28 nursing services.
29 b. Promote adherence to the Code of Ethics for Nurses established by the ANA
30 revised in 2015.
31 c. Initiate and/or influence legislative programs related to nursing,
32 health, and health care practices.
33 d. Support programs and studies in nursing which contribute toward
34 improvement of health care.
35 e. Disseminate information relevant to nursing.
36 f. Encourage the professional development of nurses.
37 g. Promote a positive image of nursing.
38 h. Support affirmative action programs related to nursing.
39 i. Assume an active role as consumer advocate.
40 j. Represent the nursing profession with allied health groups, other
41 organizations, governmental bodies and the public.
42 k. Collaborate with members and officers of the Louisiana Association
43 of Student Nurses and its local chapters.
44 l. Provide for representation in the LSNA House of Delegates.
45 m. Adopt and maintain such bylaws that do not conflict with the bylaws of LSNA or

46 published policies and procedures of the House of Delegates or the Board.

47
48 Article II
49 Membership

50
51 Section 1. Composition

52 The BRDNA shall be composed of members who meet the qualifications and
53 responsibilities specified in these bylaws.

- 54 a. Full members of LSNA/BRDNA are those who hold concurrent
55 membership in ANA, LSNA and BRDNA
56 b. State only Members of LSNA/BRDNA are those who shall hold
57 concurrent membership in LSNA and BRDNA.

58
59 Section 2. Qualifications

60 A member is an individual who:

- 61 a. Holds a valid license as a Registered Nurse or a temporary
62 permit as a Registered Nurse Applicant in Louisiana, and who
63 does not have a license under suspension, revocation, or any other
64 restriction from any state, this includes nurses who retired with a nursing
65 license in good standing.
66 b. Is current with membership dues.
67 c. Is not under revocation of membership for violation of ANA Code of Ethics for
68 Nurses or LSNA/BRDNA Bylaws.
69 d. Has met these qualifications unrestricted by consideration of age, color, creed,
70 disability, gender, health status, lifestyle, nationality, race, religion
71 or sexual orientation.

72
73 Section 3. Membership Rights and Responsibilities, Obligations

- 74 a. Members of BRDNA have all rights and responsibilities inherent in
75 membership of the LSNA. In addition, within the district, members have the
76 rights and responsibilities to:
77 1. Participate in the election of LSNA delegates by secret or mailed ballot.
78 2. Participate in the election of officers of the BRDNA
79 3. Participate in the election of members of the Nominating Committee
80 4. Vote on all motions presented to the membership.
81 5. Receive regular communication from the ANA, LSNA, and BRDNA. State
82 only memberships do not receive communication from ANA.
83 6. Participate in all activities accorded members of the LSNA as specified in
84 those Bylaws.
85 7. Request a transfer of membership to another district nurses
86 Association.
87 8. BRDNA members shall have the right of due process
88 9. BRDNA members shall have the following obligations: to abide by the
89 BRDNA, LSNA and ANA bylaws, and the ANA Code of Ethics for Nurses.
90 10. State Only Members of LSNA shall have the following obligations:
91 to abide by BRDNA and LSNA bylaws and the ANA Code of Ethics for

- 92 Nurses.
- 93 b. Membership rights shall be forfeited upon failure to pay membership dues as
94 required by ANA/LSNA/BRDNA current policy.

95

96 Section 4. Disciplinary Action

- 97 a. Members shall be subject to censure or expulsion by LSNA/BRDNA for
98 violation of the Code of Ethics for Nurses as established by the ANA or for
99 violation of the bylaws of the Association.
- 100 b. No such action shall be taken against a member until such member shall
101 have been served with written specific charges, given a reasonable time
102 to prepare a defense and offered an opportunity for a full and fair hearing
103 before the BRDNA Board of Directors.
- 104 c. Expulsion from BRDNA shall result in expulsion from LSNA upon
105 certification thereof by the BRDNA to LSNA.
- 106 d. The member may, within 90 days after notification of such action, request
107 the LSNA Board to review any question of law or procedure involved
108 therein.
- 109 e. Members expelled under the provisions of this section by BRDNA, who are
110 subsequently reinstated by BRDNA, shall be automatically reinstated by LSNA.
- 111 f. State Only Members are not members of ANA by their membership status,
112 thus expulsion from ANA does not apply.

113

114 Article III
115 Dues

116 Section 1. Amount

117 Dues for LSNA shall be established by its House of Delegates (This includes the
118 present rate of dues paid by LSNA to ANA).

119

120 Section 2. Dues Categories

- 121 a. Full membership dues shall be paid if employed full time or part-time.
- 122 b. Reduced membership dues shall be paid if
- 123 1. Not employed, or
- 124 2. Full-time student, or
- 125 3. A new graduate from a basic nursing education program who is within six
126 months of graduation and in the first membership year only or
- 127 4. members totally disabled
- 128 c. State only membership

129

130 Section 3. Transfer

131 A member may transfer from one district within the state to another, and must notify
132 LSNA.

133

134 Article IV
135 Voting Body and Meetings

136
137

- 138 Section 1. Definition
139 Members of the BRDNA are the governing body and members present at any meeting
140 constitute the official voting body.
141
- 142 Section 2. Quorum
143 A quorum for transaction of business by the voting body shall consist of two officers and
144 the members present.
145
- 146 Section 3. Functions
147 The Board of Directors and membership of BRDNA shall approve policies, procedures,
148 bylaws and activities of the district.
149
- 150 Section 4. Meetings
- 151 a. Members shall be notified of regular, annual and special meetings.
 - 152 b. Regular meetings
 - 153 1. No less than six (6) meetings shall be held per year.
 - 154 2. The time and place shall be determined by BRDNA membership and the
155 BRDNA Board of Directors.
 - 156 c. Annual meeting
157 The first regular meeting of the calendar year shall be designated as
158 the annual meeting for the purpose of hearing reports of Officers and
159 Standing Committees and for installation of the newly elected Board of
160 Directors.
 - 161 d. Special meetings may be called by either:
 - 162 1. a majority vote of the Board of Directors, or
 - 163 2. a written request to the President by 5% of the membership.
 - 164 e. All Registered Nurses, nursing students, and other invited guests are welcome
165 to attend meetings.
166
- 167 Section 5. Order of Business
- 168 a. The order of business at the regular meetings shall be:
 - 169 1. Call to order
 - 170 2. Establish quorum
 - 171 3. Reading of minutes
 - 172 4. President's report
 - 173 5. Report of Board of Directors' meeting(s)
 - 174 6. Treasurer's report
 - 175 7. Standing Committee reports
 - 176 8. Unfinished business
 - 177 9. New Business
 - 178 10. Announcements
 - 179 11. Adjournment
 - 180 b. The order of business at the annual meeting shall be:
 - 181 1. Call to order
 - 182 2. Establish quorum
 - 183 3. Appoint tellers

- 184 4. Reading of minutes
- 185 5. President's annual report
- 186 6. Secretaries' annual reports
- 187 7. Treasurer's annual report
- 188 8. Standing committee's annual reports
- 189 9. Unfinished business
- 190 10. New Business
- 191 11. Report of Tellers
- 192 12. Installation of newly elected officers and Board Members
- 193 13. Announcements
- 194 14. Adjournment

195
196 Article V
197 Nominations and Elections
198

199 Section 1. Nominating committee

- 200 a. Term of office
- 201 A committee consisting of three (3) members shall be elected in even
- 202 numbered years.
- 203 b. Members
- 204 1. The candidate receiving the highest number of votes shall be the
- 205 chair. The Chair may not serve more than two consecutive terms.
- 206 2. Candidates receiving second and third place shall serve as members of
- 207 the committee.
- 208 c. Duties and responsibilities
- 209 1. Verify the eligibility of voters and candidates for office from a member
- 210 list furnished by LSNA and BRDNA President; choose candidates from a
- 211 variety of nursing practice areas and a mix of new and experienced
- 212 members.
- 213 2. Obtain candidate's written consent to serve. Members may
- 214 be candidates for only one elected office at any one time.
- 215 3. Inform nominees of responsibilities of related office. Board member
- 216 nominees shall be informed of committee chair vacancies.
- 217 4. Prepare a calendar of election activities to assure preparation of the
- 218 ballot and election of the Board of Directors in a time frame in
- 219 compliance with these bylaws.
- 220 5. Prepare a slate of candidates:
- 221 a. Select at least one nominee for each office, preferably more. Candidates
- 222 may be nominated from the floor at the meeting held at least sixty
- 223 (60) days prior to the annual meeting.
- 224 b. Present the slate of candidates to the Board of Directors and BRDNA
- 225 voting body at least sixty (60) days prior to the annual meeting.
- 226 6. Provide for elections by secret ballot.
- 227 7. Retain election ballots for at least one year following the annual meeting.
- 228 8. Submit sample ballot, candidate information and consent to
- 229 serve to the Chair of the Archives Committee within 30 days of

230 annual meeting.

231

232 Section 2. Board of Directors

233 a. Term of Office

234 1. All members of the Board of Directors shall be elected for a two-year term.
235 The president-elect shall be elected annually and will serve the second year of
236 term as president. The vice-president, treasurer, recording secretary and two (2)
237 board members shall be elected in odd-numbered years. The corresponding
238 secretary, and two (2) board members shall be elected in even-numbered years.

239 2. No member of the Board of Directors shall serve more than two consecutive
240 terms in the same office. A member of the Board of Directors who has served
241 TWELVE (12) months or more shall be considered to have served a full term.

242 3. The newly elected shall begin their terms of office at the adjournment of
243 the annual meeting and serve for a two year term, unless otherwise
244 specified, or until a successor is elected or appointed.

245 b. Vacancies

246 1. A vacancy in office except for the President elect may be filled by
247 appointment by the Board of Directors for the unexpired term.

248 2. A special election will be conducted for the vacancy of president-elect.

249

250 Section 3. Appointment of Tellers and election process

251 a. Three members shall be appointed by the President to serve as tellers
252 for the annual meeting.

253 b. The tellers shall count the ballots and report the number of votes cast
254 for each candidate.

255 c. A plurality vote shall constitute an election. The President declares
256 the election of each office.

257 d. In case of a tie, a runoff shall be determined by members present at the
258 annual meeting.

259 e. The election process concludes with the actual count of ballots at the annual
260 meeting.

261

262 Section 4 Challenge of elections

263 Any challenge to an election held by BRDNA shall be filed with the recording
264 secretary of the BRDNA no more than 30 days after the election.

265

266 Section 5. Removal of elected officials

267 Any elected official may be removed by the voting body whenever such action is
268 deemed to be in the best interest of BRDNA.

269

270 Section 6. Delegates for the LSNA House of Delegates

271 a. Number

272 The number of delegates shall be provided for in the bylaws of the LSNA:

273 1. The delegate number is based on the number of members six months
274 preceding the LSNA convention.

275 2. One delegate for every ten members and one delegate-at-large

- 276 is allowed.
- 277 b. Election
- 278 1. Delegates shall be members of ANA/LSNA/BRDNA or LSNA/BRDNA.
- 279 2. Delegates nominated shall represent a variety of areas of nursing practice.
- 280 3. Delegates and alternates shall be nominated and elected by the
- 281 official voting body not more than three months prior to convention.
- 282 c. Term of office
- 283 Each delegate and alternate shall serve a two year term or until a successor is
- 284 elected.
- 285 d. Vacancies
- 286 Vacancies shall be filled with alternates selected in accordance with LSNA policy
- 287 and procedures and in the following sequence:
- 288 1. election by secret ballot, or
- 289 2. appointment by the Board of directors, or
- 290 3. appointment by the President or designee.
- 291
- 292

293 Article VI

294 Board of Directors

295

296 Section 1. Definition

297 The Board of Directors is the corporate body composed of officers and four Board

298 members elected by the voting body of BRDNA.

299

300 Section 2. Composition

301 The Board of Directors shall consist of ten (10) voting and 2 non-voting members:

302 President

303 President-elect

304 Vice-president

305 Recording Secretary

306 Corresponding Secretary

307 Treasurer

308 4 Board members

309 Outgoing president (ex-officio—(advisory member for 1 year after term, non-

310 voting)

311 Nominating Committee Chair (non-voting).

312

313 Section 3. Authority

314 The Board of Directors shall have the authority to transact business between

315 meetings and to perform other duties as defined by these bylaws, provided that none of

316 its acts shall conflict with action taken by the voting body.

317

318 Section 4. Accountability

319 The Board of Directors shall report and be accountable to the membership of the

320 BRDNA.

321

- 322 Section 5. Responsibilities
323 The Board of Directors shall:
- 324 a. Exercise the corporate responsibility and fiduciary duties of the association.
 - 325 b. Provide for implementation of association policies and positions approved
326 by the LSNA.
 - 327 c. Establish policies and procedures for the transaction of business and
328 coordination of association activities.
 - 329 d. Establish financial policies and procedures.
 - 330 e. Approve an annual budget before the annual meeting.
 - 331 f. Present an annual financial statement to the membership.
 - 332 g. Establish policies and procedures for the dissemination of information.
 - 333 h. Establish policies and procedures for approving publications and other
334 materials before their distribution.
 - 335 i. Establish policies and procedures for nominations and elections.
 - 336 j. Establish ad hoc committees for the board as deemed necessary for
337 the performance of its duties and define the purpose and authority of such
338 committees.
 - 339 k. Make appointments and fill vacancies as delegated to the board in these bylaws.
 - 340 l. Ensure the maintenance of the district archives for the collection and
341 preservation of documents and other materials that contribute to the historical and
342 cultural development of nursing.
 - 343 m. Provide for representation at meetings of voluntary organizations and of public or
344 governmental agencies.
 - 345 n. Establish relationships and collaborate with the local chapters of the
346 Student Nurses' Association.
 - 347 o. Approve the recommendations and activities of all standing and appointed
348 committees of BRDNA.
 - 349 p. Provide reports to LSNA as required
 - 350 q. Assume other duties as may be provided elsewhere in these bylaws.
 - 351 r. DELIVER TO THE NEWLY ELECTED OFFICERS AT THE FIRST BOARD OF
352 DIRECTORS MEETING FOLLOWING ELECTIONS ALL ACCOUNTS, RECORD
353 BOOKS, PAPERS OR OTHER PROPERTY BELONGING TO THIS ASSOCIATION
354 WITHIN ONE MONTH FOLLOWING COMPLETION OF THE TERM OF OFFICE.

355
356 Section 6. Duties of Board of Directors

- 357 a. The President shall:
 - 358 1. Preside at all meetings of BRDNA and the Board of Directors.
 - 359 2. Serve as an ex-officio member of all committees, except the
360 Nominating Committee.
 - 361 3. Prepare an agenda for each meeting.
 - 362 4. Represent the association at official functions.
 - 363 5. Attend the annual meeting of the DNA presidents as called by the LSNA
364 BOD to communicate the status of the association and the DNAs. An
365 alternate may be designated by the president to attend.
 - 366 6. Serve as an ex-officio member of the BRDNA Board of Directors for one year
367 following the end of the term as president and act in an advisory capacity

- 368 with no voting power.
- 369 7. Appoint the chair(s) of all Ad Hoc committees.
- 370 8. Appoint three (3) members to an ad hoc Audit committee by the October
- 371 meeting whose duty it shall be to audit the Treasurer's accounts at the close
- 372 of the fiscal year and to report at the annual meeting.
- 373 9. Represent the BRDNA at the LSNA convention and serve as delegate-
- 374 at-large.
- 375 10. Appoint three (3) tellers to count ballots for elections.
- 376 11. Furnish the Nominating committee with a complete list of members prior to
- 377 each election.
- 378 12. Provide names of delegates and alternates to the LSNA House of Delegates.
- 379 13. Perform all other duties of the Office as delegated by the voting body.
- 380
- 381 b. The President-elect shall:
- 382 1. in the absence of the President, perform the duties of the President.
- 383 2. serve as chair of the Bylaws Committee.
- 384 3. Orient to the duties of the president and assume other duties as
- 385 delegated.
- 386
- 387 c. The Vice-president shall:
- 388 1. in the absence of both President and President-elect, assume the
- 389 duties of the President.
- 390 2. serve as chair of the Program Committee.
- 391
- 392 d. The Recording Secretary shall:
- 393 1. keep the minutes of all meetings of the association and the Board of
- 394 Directors.
- 395 2. preserve all papers, letters, and records of transactions of the
- 396 association.
- 397 3. serve as chair of the Archives Committee.
- 398 4. send to the LSNA office:
- 399 a. Names and addresses of newly elected officers.
- 400 b. Names of committee chairs immediately after appointment.
- 401
- 402 e. The Corresponding Secretary shall:
- 403 1. send notices of the time and place of all meetings. Conduct the
- 404 general correspondence of BRDNA and the Board of Directors.
- 405 2. keep an accurate list of the names and addresses of all members of this
- 406 association as distributed by LSNA.
- 407 3. serve on the Program Committee.
- 408 4. Propose an annual budget for the activities of this office and submit to
- 409 the Treasurer by September 30th.
- 410
- 411 f. The Treasurer shall:
- 412 1. Provide reports and interpretation of financial status to the Board of Directors
- 413 and voting body

- 414 2. Serve as chair of the Finance Committee
- 415 3. Conduct fiscal affairs of the Association according to guidelines established
- 416 by the Finance Committee and the ad hoc Audit Committee.
- 417 4. Submit all books of account for audit at the request of the audit committee.
- 418 5. Propose an annual budget for this office and the Finance Committee and
- 419 submit by September 30th.
- 420 6. Present an annual budget for BRDNA as approved by the Board of Director
- 421 for adoption by the membership at the annual meeting.
- 422 7. Review an annual income and expense statement based on prior years'
- 423 budget activity at the annual meeting.

424

425 g. Board Members shall:

- 426 1. serve as a member of the Board of Directors in fulfilling duties and
- 427 responsibilities inherent in these bylaws.
- 428 2. be appointed by the President and Board of Directors to serve as
- 429 chair of one of the standing committees:
- 430 a. Health Policy Committee
- 431 b. Membership Committee
- 432 c. Professional Practice Committee
- 433 d. Public Relations Committee

434

435 Section 7. Meetings

- 436 a. Regular meetings of the Board of Directors shall be held preceding the
- 437 business meeting of this association.
- 438 b. Special meetings of the Board of Directors may be called by the President
- 439 and shall be called upon request by four or more members of the board.
- 440 c. If a member of the Board must be absent, the President must be notified and
- 441 a written report of the Board Member's committee activities must be submitted.
- 442 d. Absence by any member of the Board of Directors from three consecutive
- 443 board meetings shall constitute a resignation and the vacancy shall be filled as
- 444 provided by the bylaws.

445

446 Section 8. Quorum

447 A majority of members of the Board of Directors, including a President or Vice-President

448 of the Association, shall constitute a quorum at any meeting of the Board of Directors.

449

450 Article VII

451 Standing Committees

452

453 Section 1. Names of Standing Committees

454 There shall be standing committees of the BRDNA on:

- 455 a. Bylaws,
- 456 b. Health Policy
- 457 c. Membership
- 458 d. Finance
- 459 e. Program

- 460 f. Professional Practice
- 461 g. Archives, and
- 462 h. Public Relations.

463
464 Section 2. Composition

- 465 a. A standing committee shall consist of no fewer than three members
- 466 (including the specified board member).
- 467 b. Standing committee chair shall select members of the committee and present
- 468 their names to the Board of Directors.

469
470 Section 3. Term of Office

471 Members of standing committees shall serve a two-year term without limitations on the

472 number of terms.

473
474 Section 4. Accountability

- 475 a. At the beginning of the year, each standing committee shall review these
- 476 bylaws and develop activities to fulfill the identified duties and responsibilities.
- 477 The proposed activities shall be submitted to the Board of Directors for
- 478 approval.
- 479 b. Each standing committee chair shall present a written report of the committee's
- 480 activities to the Board of Directors at each meeting.

481
482 Section 5. Vacancies

483 The absence of a member from three consecutive meetings of a committee shall

484 constitute a resignation and the vacancy shall be filled as provided in these bylaws.

485
486 Section 6. Quorum

487 A majority of the members of any standing or Ad Hoc committee shall constitute

488 a quorum.

489
490 Section 7. Duties and Responsibilities of Standing Committees

491 The duties and responsibilities for individual committees are as follows:

- 492 a. The Bylaws Committee shall:
 - 493 1. interpret the bylaws.
 - 494 2. review the bylaws for conformity with LSNA after each meeting of the LSNA
 - 495 House of Delegates.
 - 496 3. submit proposed bylaws revisions to the Board of Directors and voting
 - 497 body for approval.
 - 498 4. submit bylaws approved by BRDNA to LSNA for review for
 - 499 consistency with bylaws of LSNA.
 - 500 5. submit bylaws approved by LSNA to voting body for adoption.
 - 501 6. propose an annual budget for the activities of the committee and
 - 502 submit to the Treasurer by September 30th.
- 503
504 b. The Health Policy Committee shall:
 - 505 1. Disseminate proposed federal, state and local legislation for its impact on

- 506 nursing, nurses and health care.
- 507 2. Recommend a position on legislation related to nursing and health
- 508 care issues to the Board of Directors and membership.
- 509 3. Develop lobbying strategies to promote the position approved by the
- 510 voting body on pending legislation.
- 511 4. Keep members of the voting body informed of important legislation
- 512 pertinent to nursing.
- 513 5. Coordinate and promote the agenda of the LSNA Health Policy Committee.
- 514 6. Propose an annual budget for the activities of the committee
- 515 and submit to the Treasurer by September 30th.
- 516
- 517 c. The Membership Committee shall:
- 518 1. Develop and implement a plan to increase and retain membership.
- 519 2. Participate in community activities that promote professional
- 520 nursing.
- 521 3. Serve as a resource for schools of nursing and nurses desiring
- 522 information on ANA, LSNA, and BRDNA.
- 523 4. Participate in a speaker's bureau for schools of nursing and
- 524 nursing groups on ANA membership.
- 525 5. Participate in LSNA membership recruitment activities.
- 526 6. Receive a current list of members.
- 527 7. Propose an annual budget for the activities of the committee and submit to
- 528 the Treasurer by September 30th.
- 529
- 530 d. The Finance Committee shall:
- 531 1. Establish guidelines for the implementation of the fiscal affairs of the
- 532 BRDNA.
- 533 2. Plan and implement activities to increase revenues of BRDNA.
- 534
- 535
- 536 e. The Program Committee shall:
- 537 1. Plan educational and social programs in keeping with the purposes,
- 538 functions and responsibilities of the BRDNA.
- 539 2. Arrange for meeting sites, refreshments and gifts/honoraria for
- 540 speakers for the planned programs.
- 541 3. submit a list of planned programs and their locations to the Board of
- 542 Directors for approval.
- 543 4. inform the corresponding secretary of the planned programs of the
- 544 district so that the notices of programs can be distributed to the membership.
- 545 5. Coordinate professional nurse recognition activities.
- 546 6. Propose an annual budget for the activities of the committee to
- 547 the Treasurer by September 30th.
- 548
- 549 f. The Public Relations Committee shall:
- 550 1. Inform the media and LSNA of activities of the district, in accordance with
- 551 directives of the Board of Directors.

- 552 2. Prepare information for newspaper ads, write press releases and coordinate
553 interviews.
554 3. Participate in activities relative to public relations through LSNA.
555 4. Submit relevant current information from the district to state and national
556 nursing organizations.
557 5. Develop and manage communications through social media.
558 6. Propose an annual budget for the activities of the committee and submit to
559 the Treasurer by September 30th.

- 560
561 g. Professional Practice Committee shall:
562 1. Inform the voting body of changes in legal and professional
563 standards as promulgated by the Louisiana State Board of Nursing and
564 ANA.
565 2. Participate in activities that amend the standards.
566 3. Promote adherence to standards of nursing practice and to
567 standards of nursing education.
568 4. Support programs and studies in nursing which contribute to
569 improvement of health care for the citizens within the boundaries of BRDNA.
570 5. Assist with the promotion and celebration of Professional Nurse activities.
571 6. Propose an annual budget for the activities of the committee,
572 and submit to the Treasurer by September 30th.

- 573
574 h. Archives Committee shall:
575 1. Preserve minutes of general body meetings and Board meetings for a
576 period of 5 years, then submit documents for long term storage.
577 2. Preserve indefinitely the financial records received from the district
578 Treasurer.
579 3. Preserve the slate of candidates from each election and the results
580 from each election for five years.
581 4. Serve as historian of the district by researching archives as needed
582 and requested.
583 5. Propose an annual budget for the activities of the committee
584 and submit to the Treasurer by September 30th.

585
586 Article VIII

587 Parliamentary Authority

588 The rule contained in the latest edition of Robert's Rules of Order, Newly Revised shall
589 govern the BRDNA in all cases to which they are applicable and in which they are not
590 inconsistent with these bylaws and any special rules of order the BRDNA may adopt.

591
592 Article IX

593 Amendment to the Bylaws

594
595 The bylaws of BRDNA may be amended, repealed, or any new bylaws may be adopted
596 by two-thirds vote of the membership present and voting at any regular meeting or
597 special meeting called for that purpose provided that notice of such proposed

598 amendment shall have been sent to each member at least ten (10) days before the
599 meeting. A written vote opposing or accepting such proposal with member's signature
600 can be accepted by the president if the member is unable to attend.

601

602 Approved: March 3, 1988

603 Amended: Nov. 8, 1990

604 Amended: Nov. 10, 1996

605 Amended: Jan. 8, 1998

606 Amended: Sept. 13, 2007

607 Amended November 2011

608 Amended: November 12, 2015