



West Virginia Nurses Association
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BYLAWS

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Article I Name, Purposes and Functions

Section 01 Name

The name of this association shall be the West Virginia Nurses Association, hereinafter referred to as WVNA.

Section 02 Membership in the American Nurses Association

WVNA is a constituent of the American Nurses Association, hereinafter referred to as ANA.

Section 03 Purposes

- I. The purpose of WVNA shall be to:
 - A. Work for the improvement of health standards and the availability of health care service for all people;
 - B. Foster high standards of nursing; and
 - C. Stimulate and promote the professional development of nurses and advance their economic and general welfare
- II. The purposes shall be unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion or sexual orientation.

Section 04 Functions

- I. The functions of WVNA shall be to:
 - A. Promote standards of nursing practice, nursing education and nursing service as defined by ANA;
 - B. Promote adherence to the ANA Code for nurses;
 - C. Promote the ANA system of credentialing in nursing;
 - D. Initiate and influence legislation, governmental programs, state and national health policy;
 - E. Support systematic study, evaluation, and research in nursing;
 - F. Collect, analyze and disseminate information relating to nursing;
 - G. Promote and protect the professional economic and general welfare status of nurses;
 - H. Provide leadership in national, state and district nursing communities;
 - I. Provide continuing education programs as part of the professional development for nurses in West Virginia;
 - J. Support workplace advocacy for nurses;
 - K. Provide services to constituent members;
 - L. Maintain communication with membership through publications;
 - M. Assume an active role as consumer advocate through Association programs, relationship and activities;
 - N. Represent and speak for the nursing profession to allied state and local health organizations, government bodies and the public;
 - O. Ensure a state archive for the collection and preservation of documents and other materials which have contributed to the historical and cultural development of nursing in West Virginia;
 - P. Ensure a collaborative relationship with the West Virginia Student Nurses Association;
 - Q. Provide for representation in the ANA
 - R. Promote and protect the advancement of human rights related to health care and nursing.

Adopted: 11/90,

Reviewed by Bylaws Chair: 11/94, 11/95, 9/97, 8/00, 6/05, 8/12

Revised: 10/00, 10/05, 8/12.

Article II Membership and Dues

Section 01 Composition

Members of WVNA and ANA, hereinafter referred to as “Full Members” or WVNA State Only Members, hereinafter referred to as “State Members” shall be those persons accepted as members in accordance with qualifications and other requirements herein described. Membership shall be unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion or sexual orientation.

Section 02 Qualifications

- I.** A Full or State Member is one who:
 - A.** Has been granted a license to practice as a nurse in at least one state, territory or possession of the United States or;
 - B.** Has completed a nursing education program qualifying the individual to take the state recognized examination for nurse licensure as a first-time writer or;
 - C.** Does not have a license under suspension or revocation in any state. The nurse in recovery, participating in a WVNA-approved program may continue membership in accordance with policy and procedures of the Association.

Section 03 Membership Rights

- I.** Full Members shall have the right to:
 - A.** Receive a WVNA/ANA membership notification, The American Nurse and The West Virginia Nurse, and;
 - B.** Be a candidate for WVNA and ANA elected or appointed positions in accordance with qualifications set forth in the WVNA and ANA Bylaws and participate in WVNA elections, and;
 - C.** Attend the WVNA State General Assembly, and;
 - D.** Submit proposals for consideration by WVNA, and;
 - E.** Due process and other rights in the event of a disciplinary action, including an appeal procedure pursuant to common parliamentary and statutory law.

- II.** State Members shall have the right to:
 - A.** Receive a WVNA membership notification and West Virginia Nurse;
 - B.** Be a candidate for various WVNA elected or appointed positions in accordance with the qualifications set forth in the WVNA Bylaws;
 - C.** Attend the WVNA State General Assembly and participate in annual state elections;
 - D.** Opportunity to serve on a committee at the district and state level;
 - E.** Receive reduced fees for continuing education offerings, sponsored by WVNA at the district and state levels;
 - F.** Submit proposals for consideration to the WVNA, and;
 - G.** Due process and other rights in the event of a disciplinary action including an appeal procedure pursuant to common parliamentary and statutory law.

Section 04 Membership Obligations

- I.** All Full Members shall have the obligation to:
 - A.** Uphold the Bylaws of the WVNA and the Bylaws of ANA;
 - B.** Abide by the Code for Nurses as adopted by the ANA and WVNA General Assembly;
 - C.** Pay dues as required by the WVNA and ANA; and
 - D.** Upon consent to serve will fulfill the requirements of an office or committee if elected or appointed.
- II.** All State Members shall have the obligation to:
 - A.** Uphold the Bylaws of WVNA;
 - B.** Abide by the Code for Nurses as adopted by the WVNA General Assembly;
 - C.** Pay dues as required by the WVNA; and
 - D.** Upon consent to serve will fulfill the requirements of an office or committee if elected or appointed.

Section 05 Dues

- I.** Full Members:
 - A.** WVNA is a constituent member of ANA and shall pay dues to ANA in accordance with policies adopted by the ANA.
 - B.** The annual dues for a Full member of WVNA/ANA shall be established by a majority of the delegates present and voting at WVNA General Assembly and will include the present rate of per capita dues paid by WVNA to ANA. Any changes in the rate of per capita dues paid by WVNA to ANA shall automatically be incorporated into annual WVNA dues.
 - C.** Full Members will be notified of any proposal to change the amount of WVNA/ANA dues a minimum of two months prior to the General Assembly.
- II.** State Members:
 - A.** WVNA is a non-profit professional association and shall collect dues for State Membership in accordance with the policies and procedures set forth by the WVNA Board of Directors.
 - B.** The annual dues for a State Member shall be established by the WVNA Board of Directors. Any change in this rate will be established by a majority of the members present and voting at the WVNA State General Assembly.
 - C.** State Members will be notified of any proposal to change the amount of dues a minimum of two months prior to the State General Assembly.
- III.** Payment of Dues and Fees
 - A.** Full Members
 - 1.** Full Members shall pay dues and fees to WVNA/ANA according to current policy
 - 2.** Full Members who fail to pay dues and fees as required shall forfeit all national and state membership rights.
 - 4.** No money shall be refunded or additional monies collected when a change in dues category occurs within the membership year.
 - B.** State Members
 - 1.** State Members shall pay dues and fees to WVNA according to current policy.
 - 2.** A State Member who fails to pay dues and fees as required shall forfeit all membership rights.

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Revised 10/00, 10/05, 8/12. 8/13*

Article III Constituent Associations

Section 01 Composition

The WVNA shall be composed of Districts that meet the qualifications and responsibilities specified in the WVNA bylaws.

Section 02 Boundaries

- I. The boundaries of each Districts shall be clearly defined and recorded by the Board of Directors of WVNA.
 - A. A sub-district may be established by two-thirds vote of the Board of Directors of a Districts upon petition by at least six district members in any district in any geographical location within the district boundaries.
 - B. Upon petition by the Districts involved, boundaries may be changed by a two-thirds vote of the WVNA Board of Directors.
 - C. Redistricting (changing existing district boundaries) may be proposed by the WVNA Board of Directors at any annual meeting provided notification has been given to all Districts at least 3 months prior to the meeting. Approval of redistricting requires a majority vote of all members attending and voting at the General Assembly.

Section 03 Meetings

- I. District Presidents and/or Appointee shall attend:
 - A. Quarterly Board Meetings as determined by the Board of Directors, Districts will be notified at least 30 days in advance.
 - B. Conference calls shall be called by President or other board member and shall be recorded.

Section 04 Obligations

- I. Districts shall be required to:
 - A. Abide by WVNA Bylaws;
 - B. Submit reports to WVNA Board of Directors (upon request);
 - C. Submit Districts election results with contact information to the WVNA Central Office within 30 days of election;
 - D. Ensure all Districts newsletters and/or correspondence are on file at the WVNA Central Office.

Section 05 Inactive Status

Any Districts which fails to comply with the requirements stated in these bylaws shall be designated as “inactive” by two-thirds vote of the WVNA Board of Directors provided notice has been given at least 30 days prior to the date the vote is taken. The Districts will have the opportunity for a hearing with the WVNA Board of Directors within three-month period. If a District is designated “inactive” all dues/fees owed will be forfeited.

Section 06 Reinstatement

Any Districts which has been designated as inactive may be reinstated to active status by two-thirds vote of the WVNA Board of Directors, provided the Districts is again complying with the requirements of these bylaws.

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Article IV Nursing Congresses

Section 01 **Composition**

- A. Nursing Congresses will focus on establishing approaches to emerging trends within socioeconomic, political, and practice spheres of the health care industry in West Virginia, and;
- B. Have a governing body composed of at least 25 members of WVNA which is not meant to preclude participation of the student nurse as an affiliate with WVNA.

Section 02 **Responsibilities**

Each congress shall:

- A. Maintain a mission and purpose statement harmonious with the purposes and functions of ANA/WVNA;
- B. Provide a community of peers and principal source of expertise in the area of interest and serve as a forum for discussion of relevant issues and concerns, and;
- C. Each BOD Representative appointed from any congress must be voted in by the majority of the members in that congress.

Section 03 **Rights**

- I. Each congress shall be entitled to:
 - A. One nurse who shall participate on the WVNA Board of Directors with vote;
 - B. Make reports or presentations to the WVNA General Assembly within its area of expertise;
 - C. Submit the names to WVNA of registered nurses qualified for appointment to congresses and committees within the WVNA and to boards and commissions within the state government structure;
 - D. May contribute articles to WV Nurse Quarterly;
 - E. The WVNA Board of Directors shall have the authority to establish and dissolve congresses based on identified needs of member nurses, and;
 - F. Each individual member of WVNA may affiliate with one or more congress upon meeting each group's eligibility requirement and paying any required affiliation fee to that group.

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Article V Organizational Affiliates

Section 01 **Composition**

An organizational affiliate member of WVNA is an organization that:

- A. That meets criteria established by and is approved by WVNA Board of Directors with application;

Section 02 Responsibilities

Each organizational affiliate shall:

- A.** Maintain a mission and purpose statement harmonious with the purposes and functions of ANA/WVNA and;
- B.** Pay annual dues to WVNA
- C.** Provide a membership list to WVNA

Section 03 Rights

Each organizational affiliate shall be entitled to:

- A.** Make reports or presentations to the WVNA General Assembly within its area of expertise;
- B.** Submit the names to WVNA of registered nurses qualified for appointment to congresses and committees within the WVNA and to boards and commissions within the state government structure, and;
- C.** May contribute articles to WV Nurse Quarterly

Adopted: 8/13

Article VI General Assembly

Section 01 Definition

The General Assembly is the governing and official voting body of WVNA.

Section 02 Composition

- I.** The WVNA General Assembly shall be composed of individual members of WVNA who have presented credentials at the time of registration of the annual meeting.
- II.** A courtesy seat (non-voting) shall be extended to the West Virginia Student Nurses Association and to each organizational affiliate.

Section 03 Authority

- I.** The WVNA General Assembly shall:
 - A.** Determine the Association policies and positions;
 - B.** Delegate authority and define accountability for the implementation of association policies and positions approved by the WVNA General Assembly;
 - C.** Approve annual budget as presented by the Finance Committee;
 - D.** Approve HP&L statement as presented by the HP&L Committee;
 - E.** Approve election results.

Section 04 Meetings

- I.** An annual meeting of the membership shall be held at such time and place as determined by the Board of Directors. The call to meeting shall be sent to each member one month before the first day of the annual meeting.
- II.** Special meetings may be called by the Board of Directors or shall be called by WVNA President upon a written request of a majority of Districts. The call to such special meeting will be sent to each member at least ten days prior to the meeting.
- III.** Conference calls may be called by the Board of Directors or WVNA President upon

acknowledgement that a need for conference call exists (i.e., planning, legislation, etc.). The call shall be scheduled and members will be notified with instructions for joining the call.

Section 05 Quorum

A quorum shall be a majority of the Board of Directors, one of whom shall be WVNA President or one WVNA Vice President, and those members present at the annual or any special meeting of the General Assembly

Section 06 Voting Body

The voting body at General Assembly and special meetings of WVNA shall consist of members in attendance who has presented credentials at the time of registration for the meeting.

Section 07 Representation at National Meetings

- I. The WVNA is entitled to representation at the ANA meetings.
- II. The WVNA representatives to ANA shall be the WVNA president or alternate designated board member, and one member and minimum of two alternates elected by the General Assembly in the even years by secret ballot for a term of two years, or until a successor is elected.
- III. All WVNA representatives to ANA and or meeting appointees must be Full Members in good standing.

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Article VII Board of Directors

Section 01 Definitions

The Board of Directors, a corporate body, shall serve as the agent for the General Assembly.

Section 02 Composition

- I. The Board of Directors shall consist of elected officers and directors, each of whom shall be a member of WVNA that meet criteria for qualifications for membership.
 - A. There shall be five officers: president, first vice president, second vice president, secretary, and treasurer.
 - B. There shall be a representative for each district. The directors for each district will be duly elected at the district annual elections and will serve a two-year term. Even numbered Districts will elect directors in the even years and odd numbered Districts will elect directors in the odd years.
 - C. In the event a district is inactive, the WVNA Board of Directors may appoint a member from that District to serve.
 - D. The immediate past president shall serve as ex-officio member for one year after leaving office.
 - E. The Board of Directors shall provide a courtesy seat to the president of the West Virginia Student Nurses Association or his or her designee, as well as their appointed advisor who may participate in meetings of the Board without vote;
 - F. The Board of Directors shall provide a courtesy seat to the designee of any official Nursing Congress that have at least 20% of their members in WVNA shall participate with vote, according to the provisions set forth;

Section 03 Authority

- I. The Board of Directors shall have the authority delegated to it by the General Assembly, including the duty and power of acting for the membership in intervals between meetings of the General Assembly and other duties and powers as defined in these Bylaws.
 - A. Appoint one registered nurse from each established congress to participate on the WVNA Board of Directors without a vote.

Section 04 Accountability

The Board of Directors shall report and be accountable to the WVNA General Assembly.

Section 05 Responsibilities

- I. The Board of Directors shall:
 - A. Exercise the corporate responsibility and fiduciary duties of the Association consistent with applicable provisions of law;
 - B. Provide for implementation of the Association's policies and positions of the WVNA General Assembly within prescribed statutory responsibilities;
 - C. Establish policies and provide for the transaction of business and coordination of Association activities in the interim between meetings of the General Assembly;
 - D. Provide for the adoption of financial policies, adoption of the Association's budget which incorporates program plans of structural units, surveillance of WVNA funds, the annual review of books by a certified public accountant and reporting to the membership and the General Assembly;
 - E. Provide for the operation and maintenance of a state headquarters;
 - F. Appoint and define the authority and responsibilities of the executive director necessary for the administration of WVNA policies, programs and activities;
 - G. Annually appoint a panel of three members of the Board of Directors, one of whom shall be the President to review and evaluate performance of the executive director. The results of review; along with recommendations will be presented to the entire Board of Directors;
 - H. Establish such fees as may be required for specified activities for membership affiliation with congresses within WVNA in excess of those provided for in the Bylaws;
 - I. Control the use of the official insignia and the procurement and sales of relics thereof;
 - J. Define qualifications for appointive offices unless otherwise specified in these Bylaws;
 - K. Establish or dissolve special committees and define the purpose and authority of such groups;
 - L. Recommend to the Bylaws committee the establishment or dissolution of standing committees or congresses and define the purpose and authority of such groups;
 - M. Make appointments and fill vacancies as necessary and as provided in these Bylaws;
 - N. Provide for WVNA liaisons or representation at meetings of voluntary organizations, public or government agencies upon request or as deemed appropriate;
 - O. Assume such other duties as may be provided elsewhere in these Bylaws and the WVNA General Assembly;
 - P. Appoint a designee in accordance with ANA policy to attend the ANA Membership

- Assembly in the absence of the president;
- Q. Appoint a Board member to act as liaison to the West Virginia Student Nurses Association;
 - R. Grant organizational affiliate status in accordance with these Bylaws;
 - S. Establish fees for specified activities and services;
 - T. Appoint members to the Board of Trustees of the WV Nurses Political Action Committee (WVN-PAC) as specified in the Bylaws of WVN-PAC;
 - U. Determine the Association's selections to be submitted to the Governor for expired positions on the WV Board of Examiners for the RN and LPN Board pursuant to WV Code; and
 - V. Serve as a dual director to the WV Nurses Foundation.

Section 06 Terms of Office

- I. Officers shall be elected for a two-year term. The President, First Vice President, and Treasurer shall be elected in even-numbered years. The Second Vice President and Secretary shall be elected in odd years. In addition, the Districts shall elect Directors to serve two-year terms according to the provisions in Article VII, Section 02.B.
- II. No officer or director shall serve more than two consecutive terms in the same office and no more than eight consecutive years on the Board of Directors. An officer or director who has served 12 months or more shall be considered to have served a full term.

Section 07 Qualifications

- I. To be eligible to serve on the Board of Directors, a person shall:
 - A. Hold current Full Membership in WVNA and ANA; and
 - B. Not currently be serving as an officer or director of another organization wherein such participation may result in a conflict of interest with WVNA.

Section 08 Vacancies

- I. In the event of a vacancy occurring:
 - A. In the office of president, the first vice president shall become the president;
 - B. In the office of the first vice president, the second vice president shall assume the office;
 - C. In the office of second vice president, secretary or treasurer, the directors shall elect from the elected directors a person to fill the vacant office;
 - D. In the position of director, the remaining members of the Board shall appoint an eligible individual to fill the vacancy; and
 - E. In the office of chair of the Nomination and Awards Committee, the individual receiving the next highest number of votes of the nomination committee will become chair.

Section 09 Meetings

- I. Meetings shall be held at least quarterly at such time and place as shall be determined by the Board.
- II. A Strategic Retreat and Orientation Meeting shall be held annually for outgoing and newly elected board members, committee chairs and district presidents.
- III. Special meetings of the Board may be called by the President and shall be called with at least three days' notice upon written request of five or more district associations or six or more members of the board.
- IV. Business which requires immediate action by the Board may be conducted by e-mail, regular mail, telephone, or fax. Such actions shall be subject to ratification at the next regular meeting of the Board.

- V. Special Association sponsored events such as Nurse Unity Day, annual business meeting and conferences shall be at such time and place determined by planning committee chairs.
- VI. Absence from more than two consecutive, regularly scheduled meetings without good cause will be considered as resignation and a vacancy declared by the Board.

Section 10 Quorum

A majority of the Board, including the president or a vice president, shall constitute a quorum of any meetings of the Board.

Section 11 Executive Committee

There shall be an executive committee of the Board composed of the officers who shall have all powers of the Board to transact business of an emergency nature between board meetings. Such transactions shall be reported and ratified at the next regular Board meeting.

Section 12 Functions of Officers

- I. Officers shall assume duties usually performed by such officers as defined in these Bylaws or by the Board.
- II. The president shall be a chair of the General Assembly, the Board of Directors, Executive Committee, representative to ANA Constituent Assembly, and ex-officio member of all committees except the Nominating Committee.
- III. The first vice president shall assume all the duties of the president in the president's absence and shall serve as a board liaison for committee chairs, a member of both the Health Planning and Legislation Committee and WVN-PAC.
- IV. The second vice president shall assume all the duties of the president and the first vice president in their absence and shall be a consultant to the State Board of Trustees of the scholarship funds, chair of the Committee of Presidents and liaison to the Scholarship Committee.
- V. The secretary shall be responsible for ensuring that the records are maintained of meetings of the General Assembly and serve as a member of the Planning Committee for the annual meeting, the Board of Directors, the Executive Committee of the Board of Directors and shall notify members of meetings of the General Assembly and serve as a liaison with the editor of the WV Nurse.
- VI. The treasurer shall be chair of the Finance Committee, shall be accountable for the fiscal affairs of WVNA and shall provide reports and interpretation of WVNA's financial condition, as may be required to the General Assembly, the Board of Directors, the membership and the Committee of Presidents and shall also serve as a member of the Planning Committees for Unity Day and the Annual Meeting.
- VII. Officers and directors shall fulfill the responsibilities of the Board of Directors as defined in these Bylaws:
- VIII. Shall set annual goals for each standing committee of the association.

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Article VIII Standing Committees

Section 01 Definitions

There shall be standing committees on Bylaws and Policies and Procedures, Finance, Health Planning and Legislation, Membership, Nominations and Awards, Presidents, Scholarship, Unity Day Planning, Annual Meeting Planning, Continuing Education Provider Unit and Continuing Education Approver Unit

Section 02 Appointments

- I.** Each standing committee shall be composed of at least five members of WVNA and shall be appointed by the WVNA Board of Directors, except the Committee on Nominations and Awards, which shall be elected in accordance with Article X, Section 3, and the Committee of Presidents which shall include the Second Vice president, the district and sub-district presidents or their designees and the Scholarship Committee, which shall include WVNA members not affiliated with any nursing program. The president of the West Virginia Student Nurses Association or his or her designee and one additional representative of West Virginia Student Nurses Association shall be eligible to attend all meetings of the Committee of Presidents. All Chairs should be Full members
- II.** Committee chairs shall be appointed by the Board of Directors with the following exceptions: The chair of the Committee on Nominations & Awards shall be elected according to Article X, Section 3. The chair of the Committee on Finance shall be the treasurer. The Chair of Unity Day and the HP&L Committee shall not be the same person. The second vice president shall be the chair of the Committee of Presidents and the Scholarship Chair shall not be affiliate with any school of nursing.
- III.** A member shall not serve as chair to more than one committee at the same time and both the Committee Education Approver and Provider Unit will only consist of Full members.

Section 03 Quorum

A majority of any committee shall constitute a quorum at any committee meeting.

Section 04 Reports

- I.** Chairs of Standing Committees shall submit a written quarterly update (upon request) and an annual report due by August Board Retreat to the WNA Board of Directors and the editor of The WV Nurse.
- II.** Chairs of Standing Committees shall provide budget requests and information to the Finance Committee on an annual basis or upon request.
- III.** Chairs of Standing Committees shall provide an annual work plan, including meeting dates to the WVNA Board of Directors.

Section 05 Terms of Office

- I.** Members of standing committees, except the Committee on Nominations and Awards shall serve a 2-year term or shall serve until their successors are appointed. No member of a standing committee may serve more than two consecutive terms on any one standing committee.
- II.** Members of the Committee on Nominations and Awards shall be elected for a 2-year term or shall serve until their successors are elected. Members may serve no more than two consecutive terms.

Section 06 Vacancy

- I.** The absence of a member without good cause from two consecutive meetings of a committee may be considered a resignation and constitute a vacancy.
- II.** A vacancy on a standing committee, except the Committee on Nominations & Awards, shall be filled by appointment of the Board of Directors.
- III.** A vacancy on the Committee on Nominations & Awards shall be filled by the alternate receiving the highest number of votes.

Section 07 Functions

- I.** *The Committee on Bylaws and Policies and Procedures shall:*
 - A.** Annually review the bylaws and policy and procedures of WVNA and DNAs and

- recommend corrections or amendments as appropriate;
 - B. Draft the proposed text of all amendments to WVNA Bylaws and upon review by the Board of Directors, submit them to the General Membership in accordance with the provisions of these Bylaws; and
 - C. Consider other matters relating to the functions of the Association and report its findings and recommendations as appropriate.
- II. *The Committee on Nominations & Awards shall:***
- A. Implement and oversee that the policies and procedures set forth by the WVNA Board of Directors and adopted by the General Assembly for conducting a valid elections are followed.
 - B. Request from DNAs and individual members nominations of members who are qualified and willing to serve if elected; the committee may consider the candidates suggested from other sources;
 - C. Prepare a slate of one or more qualified candidates for each office to be filled;
 - D. Attempt geographical and occupational group representation on the ballot, these being representative of members concerned with nursing practice, nursing administration and nursing education; and
 - E. Implement the policies and procedures set forth by the WVNA Board of Directors for bestowing the Nurse, Committee, District and Nurse Hero annual awards.
 - F. Plan and implement Nurse, District and Committee of the Year award presentation to be held at annual meeting.
- III. *Committee on Finance shall:***
- A. Prepare an annual budget for the Board of Directors;
 - B. Monitor the investment and expenditure of Association funds and overall status of WVNA and report its findings and make recommendations to the Board of Directors;
 - C. Recommend to the Board of Directors selection of the agency retained to audit WVNA financial records and monitor the reports of these audits; and
 - D. Recommend to the Board of Directors those officers and other persons who need to be bonded and amount for each.
- IV. *The Continuing Education Provider Unit shall consist of at least one Full Member from each DNA. The provider Unit Shall:***
- A. Provide leadership and direction on issues related to internal continuing education offerings and programs;
 - B. Adhere to all policies and procedures of the ANCC Committee on Accreditation.
- V. *The Continuing Education Approver Unit shall consist of not less than five Full Members. Each member should represent a geographical region of the state. The Approver Unit Shall:***
- A. Apply standards and criteria for continuing education offerings and programs external to WVNA.
 - B. Adhere to all policies and procedures of the ANCC Committee on Accreditation.
- VI. *The Committee on Health Planning and Legislation shall:***
- A. Study the proposed programs, services, activities and resources of health care and health planning in relation to needs within the state;
 - B. Monitor trends and developments in legislative and government areas as they relate to state or national health policy;
 - C. Recommend a legislative program to the Board of Directors and solicit approval from the General Assembly at the annual business meeting;
 - D. Implement the legislative program adopted by the Board of Directors and the General Assembly;
 - E. Serve as this Association's liaison with the ANA legislative program;
 - F. Serve as a resource group for district association's health planning and legislative committees; and

- G. Plan and implement legislative protocol for the WVNA Lobbyist during legislative session.
- VII. *The Committee of President's shall:*
 - A. Consider and promote the interest of WVNA;
 - B. Facilitate communication between DNA Presidents and WVNA.
 - C. Serve as a forum for discussion on issues/problems and make recommendations to the WVNA Board of Directors.
- VIII. *The Unity Day Planning Committee shall:*
 - A. Be responsible for the planning, implementation and evaluation of Unity Day activities.
 - B. Prepare a budget for Unity Day for Board of Directors approval.
 - C. Include the following as members: the Provider Unit chair or designee; WVNA treasurer; WVSNA Legislative Director and one advisor; the Executive Director or designee, the appointed liaison from each established congress and the lobbyist.
- IX. *The Annual Meeting Planning Committee shall:*
 - A. Be responsible for the planning, implementation and evaluation of the Annual meeting of WVNA.
 - B. Prepare a budget for the Annual Meeting for Board of Directors approval.
 - C. Include the following as members: the Provider Unit chair or designee; WVNA treasurer; WVSNA 1st Vice President and one advisor; the appointed liaison from each established congress and the Executive Director or designee.
- X. *The Committee on Membership shall have representation from each active DNA and a liaison from all established congresses. The Membership Committee shall:*
 - A. Research and prepare action plan to recruit and retain members into WVNA on an annual basis or upon the Board of Directors Request
 - B. Analyzing current membership benefits and annually proposing changes and additions to the WVNA Board of Directors
 - C. Monitor and oversee monthly membership procedures set forth in the policies and procedures
 - D. Include the following as members; the President, the Past Membership Chair, the Executive Director or designee

Section 08 Minutes

- I. All committee chairs shall appoint record keeper to take minutes of all meetings, type, and submit copies to committee members and the WVNA headquarters within 3 weeks following the meeting.
- II. Chairs of standing committees shall provide a written quarterly report and a written annual report to be presented at the annual convention due August 1 to the Board of Directors and the editor of The WV Nurse.

Adopted: 11/90
Reviewed: 11/95, 9/97, 8/00, 6/05
Revised: 11/97, 10/00, 10/05, 8/12, 8/13

Article IX Fiscal Year

The fiscal year of this Association shall be January 1-December 31.

Adopted: 10/01
Reviewed by Bylaws Chair: 11/94, 11/95, 8/00, 6/05, 8/13
Revised: 11/97

Article X Official Publication

The West Virginia Nurse shall be the official publication of this Association and shall be provided to each member.

Adopted: 11/90

Reviewed by Bylaws Chair: 11/94, 11/95, 9/97, 8/00, 6/05, 8/13

Revised: 11/92

Article XI Honorary Recognition

- I.** Honorary recognition may be conferred by a unanimous vote of the WVNA Board of Directors on a nurse or person who is not a nurse who has rendered distinguished service or valuable assistance to the nursing profession.
- II.** Any WVNA member, district nurses association, or organizational affiliate may recommend to the WVNA Board of Directors the names(s) of any individual(s) deserving recognition. The recognition shall be conferred at the annual meeting at a time and place selected by the Board of Directors.
- III.** Honorary Recognition confers social privileges only. One may be a member and also hold Honorary Recognition.
- IV.** Honorary Recognition shall not be conferred on more than two persons at any annual meeting.

Adopted: 11/90

Reviewed by Bylaws Chair: 11/94, 11/95, 9/97, 8/00, 6/05

Revised: 10/00

Article XII Amendments

Section 01 Amendments with Notice

Amendments proposed by the Committee on Bylaws and Policies and Procedures for action by the members shall be submitted to the secretary of this Association two months in advance and shall be appended to the official notification of the annual or special meeting.

Section 02 Amendments without Notice

These bylaws may be amended without prior notice at an annual or special meeting of this Association by 99 percent of the members present and voting.

Adopted: 11/90

Reviewed by Bylaws Chair: 11/94, 11/95, 9/97, 8/00, 6/05, 8/13

Revised 10/00

Article XIII Parliamentary Authority

Section 01 Roberts Rule of Order

The most current issue of Roberts Rules of Orders governs this Association in all Parliamentary situations that are not provided for in the law or in the character, bylaws or adopted rules of the WVNA

Adopted: 6/05