

NATIONAL ASSOCIATION OF DIRECTORS OF NURSING ADMINISTRATION

LONG TERM CARE

Constitution/By Laws

ARTICLE I - ORGANIZATION

- A) The name of this organization shall be the _____
Such association is established the _____ day of _____, 200__.
- B) The organization shall have a logo which shall be in the following form:
- 1.
- C) The principal office is to be located in _____ in _____ County.
- D) The above named organization would qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- E) The names and addresses of the persons who were the initial officers:
1. President:
 2. Vice President:
 3. Treasurer:
 4. Recording Secretary:
 5. Corresponding Secretary:

F) No part of the earnings of the above named organization shall be used as benefit to or for the officers or members of the organization, except that the organization may give reasonable compensation for services rendered.

G) Upon the dissolution of the above named organization, the assets of this organization will be distributed to National Association Directors of Nursing Administration /Long Term Care (NADONA/LTC).

ARTICLE II – OBJECTIVES

A) To serve as a forum for the formulation, inquisition, publication and dissemination of principles concerning the acceptable efforts and practices in long term care nursing administration as outlined in the NADONA Code of Ethics.

B) To promote and encourage research as it relates to the focus of this association.

C) To establish a forum in which to share common concerns and experiences relating to the needs of the members of this association.

D) To define standards which promote ethical principles and practices within the long term care setting and their outreach programs.

E) To provide state conventions, conferences, seminars and workshops as shall be found needed and financially expedient by the membership and/or Board

F) No substantial part of the above named organization's activities will be involved with legislation concerning professional nursing and the interests of the membership of this association.

G) To provide scholarships for higher education to qualified applicants.

H) To promote a positive image of the long term care industry.

ARTICLE III – DURATION

- A) The duration of this association shall be in perpetuity.

ARTICLE IV – MEMBERSHIP

- A) Active members shall consist of:

1. Any licensed registered nurse who is currently or has previously served in a position as Director or Assistant or Associate Director or equivalent, or Consulting Director of Nursing within the long term care continuum and/or who serves or has served in a state licensed long term care facility. "Continuum" is defined as, but not limited to: Subacute care, long term care trauma, facility based home health, AIDs, long term care pediatrics.

- B) Associate members shall be defined as"

1. Any professional, such as RN, DR., who is involved in the health care field and who is interested in supporting the goals and objectives of this association.

2. Any professional health care organization who is involved in the health care field and who is interested in supporting the goals and objectives of this association.

- C) Patron Members shall be defined as:

1. Any interested professional or non-professional involved in providing services or products to the long term care industry may be eligible for membership.

- D) Honorary members shall be defined as:

1. One who has rendered notable service to this association. Upon the signed recommendation of one member; seconded by another member and by a majority vote of the Board of Directors, honorary life membership can be conferred upon an individual who shall have rendered notable service to the association. An honorary member shall have none of the obligations of membership in the association, but shall be entitled to all privileges except those of making motions, voting and of holding office.

- E) Membership miscellaneous:

1.

F) State Chapters:

1. State chapters must apply as independent organizations and not as part of another state or national association.
2. State chapters must have a full component of elected officers and such officer's names and addresses must be submitted at the time of appointment.
3. State chapters will operate independently and assistance will be provided by the national association upon written request of at least two (2) members of the state chapter.
4. State chapter Treasurers shall be bonded.

ARTICLE V – DUES

- A) Dues will be assessed annually as determined by the Executive Committee, for Active, Associate and Patron Members.

ARTICLE VI – OFFICERS

- A) Elected Officers of this Association shall be:

1. President
Vice-President
Secretary – Recording
Secretary – Corresponding
Treasurer

- B) Each term of office shall be for two (2) years. No member shall hold more than one office at a time and no member shall be eligible to serve more than three (3) consecutive terms in the same office.

- C) The President, the Treasurer and the Recording Secretary will be elected to two (2) year terms of office in odd numbered years.

- D) The Vice President and the Corresponding Secretary will be elected to two (2) year terms of office in even numbered years.

- E) The Executive Board shall be comprised of the elected officers:

1. President

Vice President
Corresponding Secretary
Recording Secretary
Treasurer

a). the President shall reside at all general meetings. The President shall notify all Executive Board Members of the time and place of meetings. The President shall, by virtue of their office. Be chairperson of the Executive Board. The President shall appoint the following committee chairperson to serve two (2) year terms:

- | | |
|---------------|------------------------|
| 1) Nominating | 6) Auditing |
| 2) Finance | 7) Program |
| 3) Publicity | 8) Legislation |
| 4) Membership | 9) Scholarship/Ed |
| 5) By Laws | 10) Others as Directed |

(Some may be combined if necessary)

2. a) The Vice President shall. In the absence of the President, perform all duties pertaining to that office. By virtue of his/her office, he/she shall be Vice President of the Executive Board. He/She shall assist the President with coordinating activities as delegated.

3. a) The Recording Secretary shall record the minutes of all meetings and present same at each meeting. Minutes shall be forwarded to the President within thirty_(30) days of the meeting which was recorded, to be forwarded to Board Members for clarification and/or correction.

b) The Corresponding Secretary shall be responsible for the dissemination of correspondence as determined by the President or Board.

c. By virtue of their office. Both the Recording Secretary and the Corresponding Secretary shall be members of the Executive Board.

4. a) The Treasurer shall keep a record of all money received and expended by the Association.

b) The Treasurer shall be bonded.

c) The books of the Treasurer shall indicate the financial status of the Association at each meeting.

d) By virtue of their office. The Treasurer shall be a member of the Executive Board.

e) Two (2) signatures, in addition to the Treasurer's, will be on file where Association funds are deposited.

ARTICLE VII – MEETINGS

- A) Meetings shall be held as designated by the Executive Board.
- B) Special meetings shall be called by the President or by the Executive Board and shall be considered upon the written request of ten (10) or more members of the Association. Except in case of emergency, at least fifteen (15) days notice shall be given for such meetings.
- C) At all general membership meetings, attendance of ten (10) percent of the membership shall constitute a quorum. A quorum for the Executive Board Meeting shall be half the members of the Executive Board, plus one.

ARTICLE VIII – COMMITTEES

A) Nominating Committee:

1. The Chairman of the Nominating Committee shall be appointed by the Board at least six (6) months prior to the general meeting. The Chairman shall then select a committee of members in good standing. The Committee shall total no more than three (3).

2. The Nominating Committee shall serve the membership body by:

a) Soliciting replacements/candidates for vacant positions on the Board, securing statistics and background data on all candidates, soliciting and securing candidates for offices as needed and outlined in this constitution, presenting slates to the members prior to the General Meeting.

B) Finance Committee:

1. A Finance Committee, appointed by the Executive Board, shall be composed of the Treasurer and two (2) other members. This Committee shall be responsible for the preparation of the budget for the fiscal year and submitting it to the Association at its annual meeting, for approval. The Finance Committee can from time to time submit supplements to the budget for the fiscal year.

C) Program Committee:

1. A Program Committee of two (2) members appointed by the President promptly after the annual meeting shall have the duty of planning the next annual meeting of this Association.

D) Auditing Committee:

1. An auditing Committee of no more than two (2) members shall be appointed by the President whose duty it shall be to audit the Treasurer's accounts at the close of the fiscal year and to report to the Executive Committee.

E) Scholarship/Education Committee:

1. Scholarship/Education Committee members appointed by the President shall study the feasibility and the appropriateness of all scholarships and will participate in the program of certification of the Association.

F) Legislative Committee:

1. The Legislative Committee shall report to the membership at the annual meeting. Legislative efforts are promoted by this Association as outlined in the objectives (Article II). They shall endeavor to keep the membership body informed of matters of legislation pertaining to long term care.

G) Publicity Committee:

1. Publicity Committee appointed by the President shall endeavor to promote the Association by way of all public and industry media. Copies of all such endeavors shall be forwarded to the President and/or Executive Board for placing in the Association archives/scrapbook.

H) Membership Committee:

1. Membership Committee appointed by the President shall endeavor to promote the Association. He/She shall initiate, upon approval of the Executive Board, membership campaigns and will serve as a welcoming member for new members.

2. The Membership Committee is responsible to follow the guidelines contained in the NADONA/LTC Code of Regulations under "State Chapters".

I) Constitution/By Laws Committee:

1. The Constitution/By Laws Committee shall draw up, word and prepare any and all amendments to the existing Constitution/By Laws for presentation to the general membership.

2. Such amendments must go through the Executive Board prior to the general meeting and receive thereof.

3. These drafts shall be mailed to the members with a coded ballot for voting. Results of the voting will be announced at the general meeting.

J) Other Committees:

1. Such other Committees, standing or special (ad hoc) shall be appointed by the President of the Executive Board from time to time as deemed necessary to carry on the work of the Association. The President shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE IX – PARLIAMENTARY AUTHORITY

A) The rules contained in the current edition of Robert's Rules of order New Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these by laws and any special rules of order the Association may adopt.