MARYLAND NURSES ASSOCIATION

OCTOBER 2013 BYLAWS

ARTICLE I

NAME, PURPOSES, & FUNCTIONS

Section 1. Name
The name of this Association shall be the Maryland Nurses Association, Inc., hereinafter referred to as MNA.

Section 2. Purposes
The purposes of the MNA shall be:

a. To foster and maintain high standards of nursing and patient care; promote the professional and educational advancement of nurses; and promote the general welfare of nurses.

b. Unrestricted by consideration of age, color, creed, disability, health status, gender, lifestyle, nationality, race, religion, or sexual orientation.

Section 3. Functions
The functions of MNA shall be to:

a. Promote through appropriate means the standards of nursing practice, nursing education and nursing profession as established by the American Nurses Association (ANA) and MNA.

b. Adherence to the Code of Ethics for Nurses established by ANA.

c. Initiate and influence legislation, regulations, government programs and health policy.

d. Promote and provide for the continuing professional development of nurses.

e. Represent nurses and serve as their spokesperson with professional and community groups and the general public.

f. Provide for representation in the ANA Membership Assembly. (MA)

g. Promote and support relationships with the Maryland Association of Nursing Students (MANS).

h. Provide opportunities for nurse specialty organizations and their members to collectively pursue common goals via MNA.

i. Stimulate, promote and recognize nursing research as it contributes to the advancement of the profession.

j. Provide services to members.

k. Maintain communication with constituent members through official publications.

l. Act as a consumer advocate to protect and promote the advancement of human rights related to health care and nursing.

m. Ensure the collection and preservation of documents and other materials which have contributed and continue to contribute to the historical and cultural development of nurses.
ARTICLE II

RELATIONSHIPS, MEMBERSHIPS, CONSTITUENTS, AND AFFILIATIONS

Section 1. Relationship to American Nurses Association (ANA)

a. ANA Membership
   1) MNA meets the ANA qualification criteria, and MNA is a State Nurses Association (SNA) of the ANA.
   2) MNA shall be bound by the obligation to pay dues to the ANA pursuant to ANA Bylaws and Membership Assembly policies until such time as two-thirds (2/3) of the entire MNA and ANA joint membership (full members) votes to disaffiliate from ANA.

b. ANA Representation
   1) Representatives to the ANA Membership Assembly
      a) MNA is entitled to two (2) representatives to any meeting of the ANA Membership Assembly, the governing and official voting body of ANA.
      b) MNA’s two (2) representatives shall be duly elected by secret ballot by members of MNA and ANA (full members) who shall serve for two-year terms or until their successors are elected.
      c) MNA’s representatives to the Membership Assembly must be joint members of ANA and MNA in good standing.
      d) MNA’s Chief Staff Officer shall have a courtesy seat with voice but no vote.
   2) Voting at the ANA Membership Assembly
      MNA is entitled to the number of votes assigned based on ANA’s apportionment policy.

c. Rights of MNA and ANA Joint Members (Full Members)
   Each member of both MNA and ANA shall be entitled to:
   1) A membership card.
   2) Receive the official publications of the American Nurses Association (ANA).
   3) May attend meetings of the ANA Membership Assembly and other unrestricted activities of ANA.
   4) Submit names of nominees for both elected and appointed positions in ANA Bylaws and Policies.
   5) Participate in MNA elections including the election of MNA representatives to the ANA Membership Assembly in accordance with ANA Bylaws.
   6) Be a candidate for MNA and ANA elected and appointed positions.
   7) Shall continue to have all rights of membership in ANA as provided by the ANA Bylaws until such time as two-thirds (2/3) of the entire MNA and ANA joint membership votes to disaffiliate from the ANA. The vote may occur by mail or electronic ballot with appropriate notice and procedures to protect the integrity and validity of the vote.
   8) A fair hearing before any disciplinary action is taken and the right to appeal as provided for in the MNA Bylaws and policies.
   9) Other rights as provided under the parliamentary authority and statutory law.
   10) Attend the quadrennial Congress of the International Council of Nurses (ICN) and other unrestricted meetings of the ICN.
Section 2. MNA Members (Full MNA and ANA Members and MNA State Only Members)

a. Composition
   1) The MNA shall be composed of registered nurses who meet the qualifications stated in these Bylaws.
   2) Membership shall be unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion or sexual orientation.

b. Qualifications
   A person is qualified for membership in MNA if that person:
   1) Has been granted a license to practice as a registered nurse in at least one state, territory, or the District of Columbia and does not have a license under suspension or revocation in any state or territory, or is otherwise entitled by law to practice.
   2) Has membership that is not under suspension or revocation for violation of the ANA Code of Ethics for Nurses or the MNA Bylaws.
   3) Must work or reside in Maryland and desires to join at the State Only level of MNA membership as long as State Only membership is sanctioned by a written agreement between MNA and ANA.
   4) Has retired and/or no longer chooses to practice, but whose license was in good standing with her/his licensing Board at the time the nurse made the decision not to maintain an active license.
   5) Is a nurse in recovery who has surrendered his/her license to practice.

c. Attaining Membership
   A person qualified for membership in MNA may join by:
   1) Completing and filing membership application forms, and
   2) Submitting appropriate dues payment as provided in these Bylaws and MNA policy.

d. Transfer
   1) A member in good standing who moves out of this state may apply for transfer of membership to another Constituent/State Nurses Association (C/SNA), hereinafter referred to as C/SNA.
   2) An individual member of another C/SNA who has paid full membership dues may transfer to MNA without further payment or refund of dues for the remainder of the membership year.
   3) MNA is not required to refund to the member or the receiving C/SNA dues already paid.
   4) MNA may participate in any special membership categories as defined by the ANA.

e. Rights of Membership
   Each member of MNA (full/joint members of MNA and ANA and state only MNA members) shall be entitled to:
   1) A membership card.
   2) Receive the official publications of the MNA.
   3) Attend meetings of MNA, and to participate and vote in other unrestricted activities of MNA.
   4) Submit proposals for consideration by MNA.
   5) Submit names of nominees for both elective and appointive positions in MNA in accordance with the provisions of these Bylaws.
   6) Be a candidate for MNA elective and appointive positions.
   7) Participate in all state elections of MNA except the election of the MNA representatives and alternates to the ANA Membership Assembly in accordance with the provision in these Bylaws.
8) State Only MNA members are not eligible for ANA benefits of national membership such as representation at the ANA Membership Assembly, ANA News Periodical, and ANA elected and appointed positions.

9) A fair hearing before any disciplinary action is taken and the right to appeal per these Bylaws.

10) Other rights as provided under the parliamentary authority and statutory law.

f. Obligations of Membership
Members shall be obligated to:

1) Abide by the Bylaws of MNA; abide by ANA Bylaws if a joint MNA and ANA member.

2) Abide by the ANA Code of Ethics for Nurses.

3) The timely payment of dues as prescribed in these Bylaws and MNA policy.

4) Fulfillment of an office or committee position if elected or appointed.

g. Disciplinary Action

1) MNA members shall be subject to reprimand, censure, suspension or expulsion by the MNA for violation of:
   a) The ANA Code of Ethics for Nurses.
   b) MNA Bylaws.
   c) Constituent Nurses Association Bylaws (District Nurses Association).

2) Disciplinary action shall be conducted in accordance with MNA policies and procedures and pursuant to common parliamentary and statutory law.

3) Complaints concerning alleged violations of the purpose and rules as stated in these Bylaws shall be heard by a panel of at least three members appointed by the MNA Board of Directors to hear the charge. The procedure for handling alleged violations shall be as outlined in the “Procedures of Maryland Nurses Association for the Handling of Alleged Member Violations of the Bylaws, Purpose and Rules of the Maryland Nurses Association”. The Bylaws and Policy Committee and/or the Parliamentarian may be consulted in regards to interpretation of the Bylaws.

4) No such action shall be taken against a member until the member shall have been served with specific written charges, given a reasonable time to prepare defense, and a full and fair hearing.

5) The procedure for handling alleged violations of the ANA Code of Ethics for Nurses and MNA Bylaws shall include provision for right of appeal and reinstatement.

6) Any disciplinary action taken by another constituent state nurses association (C/SNA) against one of its members shall be given full recognition and enforcement, provided such action was taken in accordance with the C/SNAs Bylaws and disciplinary procedure.

Section 3. Constituent Association - (District Nurses Association)

a. Name
Constituent associations of MNA shall be termed District Nurses Association hereinafter referred to as DNA.

b. Constituent Membership
A DNA which hereafter is organized may become a constituent of MNA upon approval of its Bylaws and other such criteria as determined by the Board of MNA.

c. DNA Boundaries
Boundaries of constituent associations shall be defined and recorded by the Board of MNA. Boundaries of DNA’s may be changed by the Board of MNA provided such change has been approved by the DNA concerned.
d. DNA Responsibilities
Each DNA shall:
1) Adopt and maintain Bylaws which:
   a) Conform to the purposes as specified in MNA Bylaws, Article I.
   b) Conform to membership provisions as in these Bylaws.
   c) Elect one member to the MNA Nominating Committee by secret ballot.
   d) Allow for mail ballots.
2) Adopt and maintain such Bylaws that do not conflict with the Bylaws of MNA or with the published policies and procedures of the Board.
3) Provide reports to MNA as required.

e. Standing
A DNA shall be in good standing upon compliance with DNA responsibilities (Section 3.d of this Article).

f. Constituent Association Disqualification
1) A DNA that fails to comply with requirements stated in these Bylaws or for other cause deemed sufficient may be disqualified as a constituent association of MNA upon a two-thirds vote of the Board, provided due notice has been given.
   a) The DNA and its members must be notified at least three months before the vote is taken.
   b) The DNA shall have the opportunity for a hearing with the Board after said three-month period.
2) A DNA that has been disqualified may be reinstated by a two-third vote of the Board of Directors.

Section 4. Organizational Affiliates
a. Definition.
An Organization Affiliate of MNA is an organization:
1) Whose governing body and membership are composed of a majority of registered nurses.
2) That meets other criteria for Affiliate status as may be established by the MNA Board of Directors.
3) That has entered into an Organizational Affiliate Agreement with MNA and has paid its membership dues.
4) That maintains a mission, purpose, and functions which are consistent with the mission, purpose, and functions of MNA; and
5) That has been granted Organizational Affiliate status by the MNA Board of Directors.

b. Rights and Responsibilities
Organizational Affiliates shall:
1) Supply MNA with a copy of their current Bylaws and list of officers.
2) Be eligible to co-sponsor MNA events.
3) Be afforded the opportunity to introduce items on the MNA Board agenda through presentations made by the Affiliate President or designee to the MNA President.
4) Be eligible to enter into contractual agreements with MNA for the provision of service, based upon a negotiated fee structure and contingent upon the availability of MNA staff and other resources to deliver such services. All such agreements shall be signed by the Organizational Affiliate President and the Chief Staff Officer or President of MNA.

c. Limitations on Rights for Members of Organizational Affiliates
Individual members of Organizational Affiliates who are not members of MNA or MNA and ANA (full members) shall not be eligible for MNA and/or ANA benefits.
ARTICLE III

MEMBERSHIP MEETING

Section 1. Definition
The Membership Meeting is the governing and voting body of the Maryland Nurses Association.

Section 2. Meetings
a. An annual membership meeting shall be held at such time and place as determined by the Board of Directors. The call to the meeting shall be sent to each member at least 30 days prior to the opening day of the annual membership meeting.
b. Special meetings shall be called by the President upon the written request of a majority of the District Nurses Association (DNA). The call to a special meeting shall be sent to each member at least thirty (30) days prior for an in person meeting and fifteen (15) days prior to an electronic meeting.

Section 3. Voting Body
The voting body at meetings of MNA shall consist of persons in attendance who have been members for at least thirty (30) days prior to the meeting.

Section 4. Quorum
A majority of the MNA Board of Directors, one of whom shall be the President or Vice-President and members from a majority of the DNAs shall constitute a quorum at any membership or special meeting of this Association.
ARTICLE IV

BOARD OF DIRECTORS

Section 1. Authority
a. The Board of Directors, a corporate body composed of elected members, serves as the agent for the membership.
b. Members of the MNA Board of Directors are elected by the MNA members and are accountable and reportable to the membership.

Section 2. Composition
The Board of Directors of MNA shall consist of elected officers and directors each of who shall be a member of both MNA and ANA.

a. Officers
   There shall be six (6) officers: president, president-elect or immediate past president, vice president, secretary, treasurer and treasurer-elect.

b. Directors
   There shall be eight (8) directors; one will be elected from and by each DNA.

Section 3. Responsibilities
a. Exercise the corporate responsibility and fiduciary duties of the Association consistent with applicable provision of law.
b. Provide for implementation of action and directives of the membership within prescribed statutory responsibilities.
c. Establish policies and provide for the transaction of business and coordination of Association activities in the interim between annual membership meetings.
d. Provide for the adoption of financial policies, adoptions of the budget for the Association, and provide for an annual financial review of MNA books. The type of annual review will be determined by the MNA Board of Directors provided that an auditing of all books by a certified public accountant must be performed at least every 5 years. A statement of the current and complete financial status of the MNA will be provided to the membership annually.
e. Provide for the operation and maintenance of the state headquarters.
f. Hire, define duties, fix compensation, and give performance evaluations at least annually for the Chief Staff Officer. Approve personnel policies and compensation for a headquarters staff to be administered by the Chief Staff Officer.
g. Establish such fees as may be required for specified activities in excess of those provided for in these bylaws.
h. Establish committees as necessary to implement its functions.
i. Make appointments and fill vacancies as necessary and as provided for in these Bylaws.
j. Provide nominees for membership on governmental agencies as provided in federal and state laws.
k. Grant exception to the provisions of these Bylaws for membership projects designated to test new or different structural arrangements as deemed appropriate by ANA Board of Directors.
l. Formulate the legislative platform and goals for this Association.
m. Assume such duties as may be prescribed elsewhere in these Bylaws and by the membership.
n. Approve all contractual agreements, employment and otherwise, engaged in the name of the Association.
o. Approve all grants submitted in the name of the Association or grants with inclusions that impact the Association.
Section 4. Duties of Officers

Officers shall perform duties as specified in these bylaws, designated by the Board of Directors, and as prescribed in the parliamentary authority.

a. The president shall:
   1) Serve as chairperson of the Board of Directors and the Executive Committee.
   2) Be the principle representative of the association and serve as its spokesperson on policy and position established by the Board of Directors.
   3) Preside at all meetings of the Association.
   4) Serve as ex-officio member of all committees except the Committee on Nominations.
   5) Delegate appropriate duties to Chief Staff Officer.
   6) Annually appoint committee chairpersons with the approval of the Board of Directors.

b. The president-elect and/or immediate past president shall serve as a member of the Legislative Committee.

c. The vice-president shall:
   1) Assume all duties of the president in the absence of the president.
   2) Serve as liaison of the Board of Directors to designated committees.

d. The secretary shall:
   1) Record the proceedings of all MNA Board of Directors, Executive Committee, annual membership, and special meetings.
   2) Provide each member of the Board and Executive Committee with a copy of the minutes.

e. The treasurer shall:
   1) Be accountable for the fiscal affairs of the Association.
   2) Provide reports and interpretation of the Association’s fiscal condition as required.
   3) Serve as chairperson of the Committee on Finance.

f. The treasurer-elect shall serve as:
   1) Member of the Finance Committee.
   2) Member of the Board of Directors.
   3) Member of the Executive Committee.

Section 5. Conflict of Interest

No MNA officer or director shall vote, act, or participate in any fashion in any decision or other MNA business if the officer or director has an actual or potential conflict of interest by virtue of the officer’s or director’s employment, other professional or financial interest which would impair that officer’s or director’s ability to meet the fiduciary obligations to the MNA membership or District Nurses Association membership. In each instance of actual or potential conflict of interest, the MNA officer or director shall immediately notify the President or highest elected officer, not having a conflict or potential conflict of same, and thereafter totally remove him/herself from all further participation and contact with the particular subject matter causing the actual or potential conflict of interest.

Section 6. Nominations

a. A Committee on Nominations shall be elected every two years. The members from odd numbered districts shall be elected in odd numbered years and the members from the even numbered districts to be elected in the even numbered years.

b. Each District Nurses Association (DNA) will elect its own member to the Committee on Nominations. The chairperson of the Committee on Nominations shall be elected by the Committee at the conclusion of the annual membership meeting.

c. The Committee on Nominations shall request names of candidates for elective officers of MNA from each DNA.
The Committee on Nominations shall request names of candidates from each DNA for the MNA Member-At-Large Representative to the ANA Membership Assembly.

The Committee on Nominations shall ask the MNA Officers if they wish to be a candidate for the MNA Officer Representative to the ANA Membership Assembly.

The nominees for president-elect shall be from DNA’s on a rotating basis, whenever possible.

Members shall be eligible to serve as only one elected officer in MNA at any one time.

Officers of MNA shall not concurrently serve as an officer of a DNA.

The Committee on Nominations shall submit ballots to the Board of Directors at least 60 days prior to the annual membership meeting.

MNA and DNA officers may concurrently serve as MNA representatives to the Membership Assembly if duly elected to that position in accordance with MNA Bylaws and policies.

Section 7. Elections

The vote for elections shall be by mailed secret ballot or electronic secret ballot.

The ballot for elections of the MNA Officers will be sent to MNA only members (state only members) and MNA and ANA joint members (full members).

The ballot for elections of MNAs two (2) representatives to the Membership Assembly will be sent to MNA and ANA joint members only (full members).

A DNA may submit ballots to be mailed with the MNA ballot. The DNA ballot shall be submitted at least 45 days prior to the annual membership meeting of the MNA.

MNA shall send the MNA ballot to all members at least 60 days prior to the annual membership meeting of MNA.

The ballot shall provide provision for write-in votes for each office or position for the MNA Board of Directors.

A two-envelope system is used for MNA only members voting only for the MNA Officers shall be utilized for return of ballots to ensure legality and secrecy of the vote.

A three-envelope system for MNA and ANA joint members voting for both the MNA Officers and the MNA Representatives to the ANA Membership Assembly shall be utilized for return of ballots to ensure legality and secrecy of vote.

Ballots shall be valid only if postmarked at least thirty (30) days prior to the annual membership meeting and have a name in the upper left-hand corner of the larger, white, pre-addressed envelope being mailed back to the MNA state office.

All ballots shall be returned to MNA state office and delivered unopened to the Chairperson of the Committee of Tellers.

The Committee of Tellers and its Chairperson shall be appointed by the President.

The Committee of Tellers shall be solely responsible for counting the votes and deciding questions, which may arise regarding the election.

A plurality vote shall constitute an election. In case of a tie the choice shall be determined by lot at the annual membership meeting.

The results of the election shall be reported at the annual membership meeting.

All nominees shall receive a letter informing them of the election results prior to the annual membership meeting.

Section 8. Terms of Office

The president-elect shall serve for a term of one year; followed by a term of two years as president. He/she shall not be eligible for re-election until one full year after serving as president.

The immediate past president shall serve for one year following his/her term as president.

The treasurer-elect shall serve for a term of one year, followed by a term of two years as treasurer.
d. All other officers shall serve for a term of two years, or until their successor is elected and shall not be eligible to serve more than two consecutive terms in the same office. An officer who has served more than half a term shall be considered to have served a full term.
e. The president-elect and secretary shall be elected in even-numbered years. The vice-president and treasurer-elect shall be elected in odd-numbered years.
f. Directors shall be elected biennially to serve for two years or until their successors are elected.
g. No director shall be eligible to serve more than two consecutive terms.
h. No member may serve more than eight (8) consecutive years on the Board of Directors with the exception of a President serving the ninth year as that of the Immediate Past President.
i. Newly elected officers shall assume their duties at the close of the annual membership meeting at which their election is announced.

Section 9. Vacancies
a. In the event of a vacancy occurring in the office of president or president-elect, the vice-president shall succeed to the vacant office for the remainder of the term.
b. All other vacancies shall be filled by Board appointment in accordance with the Board of Directors policy.

Section 10. Executive Committee
a. The officers of the MNA shall constitute the Executive Committee.
b. The Board of Directors may authorize the Executive Committee to perform such duties as the Board deems expedient between meetings of the Board.
c. The Executive Committee shall meet at the call of the President or upon the written request of three of its members. It shall make a complete report at each meeting of the Board of Directors.
d. The Executive Committee shall prepare an annual job performance evaluation for the Chief Staff Officer with input from the Board of Directors.

Section 11. Meetings and Quorum
a. Quarterly meetings at a minimum shall be held at such times and places as determined by Board.
b. Special meetings may be called by the president with 24 hours notice to each member by mail or other media, or shall be called by the president in like manner upon written request of five or more members of the Board. Special meetings shall be held at such time and place as specified in the call of the meeting.
c. Business that requires immediate action by the Board may be conducted by telecommunication.
d. Members of the Board of Directors or Committees may participate in meetings through the means of a conference call according to MNA Policy.
e. A majority of the Board of Directors, one of whom shall be the president or a vice-president, shall constitute a quorum at any meeting of the Board.
f. In the absence of a quorum, emergency action may be taken and is subject to ratification at the next scheduled meeting of the Board.

Section 12. Removal from Office
Absence from three consecutive regularly scheduled meetings shall constitute a resignation. The member will be notified in writing of their removal from office. The vacancy shall be filled as provided for in these Bylaws.
ARTICLE V

COMMITTEES

Section 1. Definition
a. The standing committees of MNA shall be the Bylaws and Policy Committee, the Center for Ethics and Human Rights, the Continuing Education Approver Committee, the Continuing Education Provider Committee, the Finance Committee, the Legislative Committee, the Membership Committee, the Nominating Committee, the Practice and Education Committee, the Convention Planning Committee, the Committee on Environmental Health, and the Committee on Tellers.
b. Standing committees assume the duties specified in these Bylaws and report their findings and recommendations to the Board.
c. The MNA Board of Directors has the authority to eliminate any standing committee except the Bylaws and Policy Committee, the Committee on Finance, the Legislative Committee, the Nominating Committee, the Committee on Tellers, and the Continuing Education Provider Committee.

Section 2. Composition.
a. A committee shall consist of no fewer than three members and a majority of any committee shall constitute a quorum.
b. Committee chairpersons, except for the Nominating Committee, shall be appointed by the President with Board approval annually within 30 days of the close of the annual membership meeting.
c. Committees shall consist of those members willing to serve.
d. Absence from three consecutive meetings of a committee shall constitute a vacancy. Committee members will be notified in writing of their removal from office. The vacancy will be filled as provided for in these Bylaws.
e. Committee members shall serve a term of at least two years.

Section 3. The Committee on Bylaws and Policy
The Committee on Bylaws and Policy shall:
a. Review the Bylaws of all District Nurses Associations (DNA), which apply for recognition as constituent associations of MNA and report the findings to the MNA Board of Directors whose decision shall be final.
b. Solicit and study suggestions for proposed amendments to the MNA and ANA Bylaws. The committee shall prepare amendments which shall then be submitted to the membership after being reviewed by ANA’s Committee on Bylaws to ensure MNA Bylaws are harmonious with ANA Bylaws prior to being voted on by the MNA membership.
c. Serve to interpret the Bylaws when adherence to the Bylaws is questioned as a result of development and implementation of policies or procedure.
d. Review existing MNA policies at least every three years.
e. Develop and revise policies as directed by the Board of Directors.

Section 4. The Center for Ethics and Human Rights
The Center for Ethics and Human Rights shall:
a. Foster high standards of nursing practice.
b. Work for the improvement of health for all people.
c. Serve as a resource for all registered nurses in ethical decision-making in advocating for health care.
Section 5. Continuing Education Approver Committee
The Continuing Education Approver committee shall: Review continuing education provider applications to ensure that applicants meet American Nurses Credentialing Center Committee on Accreditation (ANCC COA) requirements. Appointments of this committee will be named as stipulated by ANCC COA requirements.

Section 6. Continuing Education Provider Committee
Appointments to this committee will be named as stipulated by ANCC COA requirements. The Continuing Education Provider Committee shall:

a. Assess, plan, implement and evaluate continuing education programs provided by MNA.
b. Work with DNA program planners to develop and implement continuing education programs that meet the criteria established by ANCC COA.

Section 7. The Committee on Finance
The Committee on Finance shall:

a. Oversee the finances of the Association.
b. Review the annual budget as prepared by the Executive Director and recommend the budget for approval by the Board of Directors.
c. Evaluate fiscal impact of the proposed programs and projects.
d. Recommend and monitor financial policies.
e. Include the MNA Treasurer, as Chair, the treasurers of each DNA, the Treasurer-elect of MNA, and two members-at-large who will serve an alternating term of two years.

Section 8. Legislative Committee
The Legislative Committee shall:

a. Recommend health care legislation for the state of Maryland.
b. Monitor health care legislation in the state.
c. Prepare and submit legislative platform for Board of Directors approval. Serve as advocates for the MNA legislative platform.
d. Prepare and submit an evaluation of MNA lobbyist to the Board of Directors.

Section 9. Membership Committee
The Membership Committee shall:

a. Identify strategies to increase and retain membership.
b. Identify situation/problems and issues within DNAs which impact membership.

Section 10. Nominating Committee
The Nominating Committee shall:

a. Seek qualified candidates for MNA offices and the MNA representatives to the ANA Membership Assembly.
b. Submit two separate ballots to the MNA Board of Directors. One ballot for the MNA Officers and a separate ballot for the MNA Representatives to the ANA Membership Assembly.
c. Implement policies and procedures for nominations and elections as established by the MNA Board of Directors or as provided for in these Bylaws.

Section 11. Practice and Education Committee
The Practice and Education Committee shall:

a. Identify, monitor and report on current practice and education issues, trends, and developments.
b. Collaborate with other practice specialties, including Maryland Board of Nursing and MNA organizational affiliates on practice and education issues.
c. Recommend positions on related policies to the MNA Board of Directors.

Section 12. Convention Planning Committee
The Convention Planning Committee shall:
a. Identify the theme for the annual MNA Convention and submit the theme to the Board of Directors for approval.
b. Evaluate and make recommendations to the Board of Directors for the convention site and registration fees.
c. Plan the educational and membership events of the annual convention.
d. Evaluate each convention within 90 days and submit an evaluation report to the Board of Directors.

Section 13. Environmental Health Committee
The Committee on Environmental Health shall:

- Serve as a resource to the Legislative Committee on matters related to environmental health.
- Review matters of interest on state and national levels regarding the environment as it relates to health.
- Advocate for health initiatives related to the environment that have been approved by the MNA Board of Directors.

Section 14. Committee of Tellers
The Committee of Tellers shall:

- Receive the ballots returned from the MNA voting membership.
- Establish validity of the ballots based on eligibility to vote and postmark on the envelopes.
- Count the ballots and determine who has been elected to MNA offices and the MNA Representatives to the ANA Membership Assembly.
- Establish the alternate ranking for the MNA Representatives to the ANA Membership Assembly.

Section 15. Special Committees
Special Committees shall be appointed by the Board as the membership or the Board deems necessary.
ARTICLE VI

DUES

Section 1. Amount of Dues
a. The membership shall establish the MNA dues for both full and state only members.
b. In the event that the rate of dues payable to ANA is changed, any such change shall be automatically included in the dues owed by an MNA and ANA joint member (full member).
c. MNA shall remit a portion of the MNA state only dues to ANA which shall be equal to the amount ANA remits to MNA for ANA direct members in accordance with the ANA dues policy established by the ANA Membership Assembly and per written agreement between MNA and ANA.

Section 2. Notification of Change
Members will be notified at least 30 days prior to a general or special in person meeting or 15 days prior to an electronic special meeting of MNA.

Section 3. Vote
Dues shall be established by a majority vote of the membership present and voting at a general or special meeting.

Section 4. Payment
a. Dues for MNA shall be for a membership of twelve (12) consecutive months and shall be paid in accordance with MNA and ANA policies.
b. No monies shall be refunded or additional monies collected when a change of dues category is made within a membership year.
ARTICLE VII

STATE OFFICE AND CHIEF STAFF OFFICER

Section 1. State Office
MNA shall maintain a state headquarters office that shall constitute a permanent repository for MNA records and shall carry out the procedures and policies of the MNA.

Section 2. Chief Staff Officer
a. The Board of Directors shall delegate to the Chief Staff Officer the authority to manage the association according to policies established by the membership and the Board of Directors.
b. The Chief Staff Officer shall be accountable to the Board of Directors.
c. The Chief Staff Officer will employ, direct, define duties, evaluate at least annually, promote, and terminate staff of the Association. The Board of Directors will be kept informed by the Chief Staff Officer of the employment, performance, and termination of staff.
d. The Chief Staff Officer may represent the association and serve as the spokesperson on matters of established policy and positions.
e. The Chief Staff Officer shall provide a general orientation for all elected and appointed officials.
ARTICLE VIII

MNA NEWS PERIODICAL

The Maryland Nurse shall be the official publication of this Association and shall be provided to each member by the Maryland Nurses Association in print or electronic format.
ARTICLE IX

AMENDMENTS

Section 1. Amendments with Notice
a. The Bylaws may be amended at any business meeting by a two-thirds vote of the membership present, eligible to vote, and voting. The membership of this Association shall be notified of intent to amend Bylaws and provided with proposed amendments at least 60 days prior to the membership or special meeting at which the amendments are to be proposed.
b. The Bylaws may be amended at any time by a two-thirds majority vote of the membership voting by mail ballot. The Board of Directors has the discretion to provide for mail balloting under rules and procedures it shall adopt.

Section 2. Amendments without Notice
The Bylaws may be amended without previous notice at any annual membership meeting by ninety-nine percent of the membership present, eligible to vote, and voting.
ARTICLE X

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern meetings of this association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.