

**NEW YORK CHAPTER**  
**NATIONAL ASSOCIATION OF HISPANIC NURSES**

**BYLAWS**

**ARTICLE I**

**NAME AND OFFICE**

**NAME:** This organization shall be known as the **NATIONAL ASSOCIATION OF HISPANIC NURSES -NEW YORK CHAPTER, INC (NAHN-NY)**, a non-profit 501 (C) (3) organization.

**PRINCIPAL OFFICE:** The New York Chapter's Principal office shall be located at such a place as the Executive Board shall determine. The Executive Board is granted full power and authority to change said principal office from one location to another.

**ARTICLE II**

**PURPOSE AND FUNCTIONS**

**Section 1. PURPOSE:**

The purpose of this organization is to serve the Hispanic community, Professional Registered Nurses and nursing students, in an effort to promote the Hispanic presence in society. A commitment to fostering research, academic activities for the membership and continued advancement of Hispanic health care and culture is the focus of the NAHN-NY CHAPTER.

**Section 2. FUNCTIONS:**

The principle functions of the NAHN-NY shall be to:

- a) To identify Hispanic nurses throughout New York State in order to monitor The size and growth of this group of health care professionals.
- b) To identify barriers to quality education for Hispanic nursing students and recommend appropriate solutions to local, state and federal agencies.
- c) To promote leadership, professional and educational advancement of Hispanic nurses to meet the health care needs of the Hispanic population.
- d) To work toward recruitment and retention of Hispanic nursing students in local educational programs.
- e) To provide an opportunity for Hispanic nurses to share information about

their professional concerns, experiences, and research.

- f) To provide a forum for Hispanic nurses to analyze and evaluate the health care needs of the Hispanic community.
- g) To assess the safety and quality of health care delivery services to the Hispanic community
- h) To identify barriers to the delivery of health services to Hispanic consumers and recommend appropriate solutions to local, state and federal agencies.
- i) To be recognized and used as a resource in setting health care policy that affects the Hispanic population.
- j) To maintain a scholarship fund to assist with the pursuit of educational advancement and professional opportunities for eligible persons.
- k) To award scholarships and provide professional recognition.

### **ARTICLE III**

#### **MEMBERS**

##### **Section 1. CLASSIFICATION:**

NAHN-NY shall have the following membership classifications:

a) General. \*

This class shall include any nurse licensed in the United States and its jurisdictions and who is interested in helping to solve the healthcare problems and support the healthcare needs of the Hispanic community.

b) Nursing Affiliate.

This class shall include any unlicensed health care worker (Certified Nursing Assistants, Medical Assistants, Patient Care Technicians, etc.) who works under the direct supervision of a nursing (RN/NP) or medical professional (MD/DO/PA). The nursing affiliate supports the mission of NAHN and is interested in exploring career opportunities in the nursing profession.

c) International Associate.

This class shall include any nurse licensed in their country of origin that does not reside in the United States and its jurisdictions but is of Hispanic ancestry and is interested in helping to solve the healthcare problems and support the healthcare needs of the Hispanic community.

d) Student (Unlicensed).

This class shall include any unlicensed student enrolled in a pre-licensure nursing

program leading to a nurse licensure or someone currently enrolled in pre-requisite nursing coursework leading to a nursing program or a pre-licensure nursing program that is interested in helping to solve the healthcare problems and supports the healthcare needs of the Hispanic community.

e) Emeritus. \*

This class shall include any nurse who is at least sixty-two (62) years of age, is no longer employed full-time in the occupation of nursing, and has helped to solve the healthcare problems and supports the healthcare needs of the Hispanic community during her/his career.

f) Honorary.

This class shall include any individual who has gained national recognition in the field of nursing or contributed to the health care of Hispanic communities, having been recommended by at least two members and having received a three-fourth (3/4) vote of the Board of Directors in the affirmative during an Annual Meeting of NAHN.

g) Corporate.

This class shall include any corporation that is interested in helping to solve the healthcare problems and supports the healthcare needs of the Hispanic community.

h) Affiliate.

This class shall include any individual other than those who qualify for previous categories who is interested in helping to solve the healthcare problems and supports the healthcare needs of the Hispanic community.

\* Voting Membership: General and Emeritus are the only categories with voting privileges.

## **Section 2. GOOD STANDING:**

A member in good standing shall be one whose current dues have been paid in accordance with these bylaws, complies with the Articles of Incorporation and these bylaws, who is not under disciplinary action or acting in a manner prejudicial to the goals and purposes of NAHN-NY or misrepresents the field of nursing, but rather, represents the nursing field and the association in a professional and respectful manner.

*"In the event that a member violates the code of conduct, the actions will be reviewed by the Board of Directors to determine the consequences which can range from counseling of a member to suspension of membership"*

## **Section 3. PRIVILEGES OF MEMBERSHIP:**

Individuals who fall within the definition of a membership class as set forth in Section 1. shall be qualified to serve as members of NAHN-NY. In order to maintain membership status, individuals must pay and maintain current annual dues to NAHN, in an amount determined by the Board of Directors and annually affirm their desire and intent to be members of NAHN-NY in accordance with procedures established by NAHN.

## **ARTICLE IV**

### **MEMBERSHIP**

#### **Section 1. DUES:**

The membership dues for NAHN-NY are set forth in Article IV of the NAHN BYLAWS. The national office of NAHN will send a reminder notice within two months of member's expiration date.

#### **Section 2. MEMBERSHIP RESPONSIBILITIES:**

- a) Members have the responsibility to attend meetings and participate in activities of the association.
- b) Members shall not carry out any profitable activities on behalf of NAHN-NY, either individually or collectively without prior authorization from the Executive Board.
- c) Members shall not make any political or religious statement or declaration on behalf of NAHN-NY unless duly authorized by the NAHN-NY Board.
- d) Members shall not collect dues or any other kind of contribution unless duly authorized by the Executive Board of NAHN-NY.
- e) Members have the responsibility to represent the nursing profession, the association and the Hispanic community in an ethical and professional manner.

## **ARTICLE V**

### **ELECTRONIC COMMUNICATION**

NAHN-NY is a democratic deliberating assembly. The use of electronic media (i.e. email, Teleconferencing) shall not replace the need to have face- to- face communication, presentation of issues, discussion and voting in the membership.

#### **Section 1. TELECONFERENCE AND VIDEOCONFERENCE MEETINGS:**

- a) Board of Directors authorized teleconference and /or videoconference meetings may be utilized by the Executive Board, Board of Directors, and/or a committee or subcommittee provided that a 48 hour notice is given to its members.
- b) With a quorum of two - thirds (2/3) of committee members, motions may be voted upon by a roll call vote.
- c) The teleconference and/or videoconference meeting minutes shall be approved at the next in-person meeting.
- d) A yearly calendar will be constructed providing for in- person meetings scheduled every other month and in between phone conferences.
- e) Social media may be used to disseminate information to the members with strict protocols and policy adopted by the Board of Directors. Inappropriate posting of pictures and information will be considered misconduct and subject to disciplinary action by the Executive Board.

**Section 2. ELECTRONIC MAIL (EMAIL).**

- a) Electronic mail shall be used for the dissemination of information and to facilitate communication within NAHN-NY.
- b) Written notice stating place , date and hour of any membership meeting shall be provided to the membership either by regular or electronic mail and posted on the website no fewer than ten (10) days before meeting.

**ARTICLE VI**

**BOARD**

**Section 1. COMPOSITION:**

The Board shall consist of the President, President Elect, Secretary, Treasurer, Immediate Past President and Four (4) Directors elected by the voting membership..

**Section 2. DUTIES:**

- a) The Board shall manage the affairs of the association. The Board may delegate Its authority as it deems appropriate and is not in conflict with these Bylaws.
- b) All officers shall deliver to successors all books, papers and records covering all transactions occurring during their respective term of office within thirty (30) days of completion of term of office or resignation.

c) The Board shall fill any vacancy on the Board, except for President Elect, as soon as it is deemed possible.

d) The Board shall meet at least quarterly or at the call of the President.

e) The Board may request the resignation of any officer or chairperson who fails to perform the duties of the office after written notification to that officer or chairperson. Additional causes include actions prejudicial to the goals and purpose of NAHN-NY, misconduct in office, such as misrepresentation of the nursing field, association and the Hispanic community and misappropriation of funds.

### **Section 3. QUORUM:**

The majority of the Board shall constitute a quorum including at least two officers of which shall be the President, President Elect, Secretary or Treasurer.

### **Section 4. TERM OF OFFICE**

For purposes of staggering Officer's term of office- the terms of President, Immediate Past President, President Elect and two (2) Board of Directors shall commence on even numbered years, serving for two (2) years. The terms of office for the Secretary, Treasurer and two (2) Board of Directors shall commence on the odd years for a term of three (3) years. Officers shall not be eligible to serve in the same office for more than two consecutive terms, unless the membership requests an exception and the incumbent runs unopposed. The Officers shall be announced after the election results are declared and will assume office at Annual meeting of NAHN-NY.

## **ARTICLE VII**

### **EXECUTIVE BOARD**

#### **Section 1. COMPOSITION:**

- a) The Executive Board shall consist of the President, President Elect, Secretary, Treasurer and the Immediate Past President.
- b) The President or President Elect shall preside at all meetings of the Executive Board.
- c) The Executive Board shall report all proceedings to the Board
- d) The Executive Board may not delegate its authority
- e) The Executive Board will act as the Finance Committee and provide support and guidance to the Treasurer.
- f) The Treasurer will report financial reports to the Executive Board.

- g) The Executive Board determines the location of the Principal Office and Postal mailing Box.
- h) The Board of Directors is responsible for the review of the Bylaws. Bylaws changes will be reviewed by legal counsel.

## **ARTICLE VIII OFFICERS**

### **Section 1. ELECTED OFFICERS:**

The Elected Officers of NAHN-NY shall be President, President Elect, Secretary, Treasurer, and four (4) Directors.

### **Section 2. QUALIFICATIONS OF OFFICERS:**

Voting members of NAHN-NY shall be eligible to hold elected offices.

### **Section 3. TERM OF OFFICE:**

Refer to Article VI Section 4 of the NAHN-NY Bylaws. There will be a transitional period during which the incoming, newly elected officers will be transitioned into their roles.

### **Section 4. VACANCIES:**

If a vacancy occurs in the position of President the President Elect shall become President. If a vacancy occurs in any elected office the Executive Board by a majority vote shall elect a successor to hold office for the unexpired term. For the office of President Elect that office will remain vacant until the next election period.

### **Section 5. PRESIDENT**

The President shall:

- a) Represent NAHN-NY and facilitate the smooth functioning of the Executive Board, Board of Directors and membership.
- b) Preside at all regular and special meetings of NAHN-NY, the Board of Directors and the Executive Board.
- c) Be an ex officio member of all committees, except the Nominating Committee.

- d) Prepare reports for the Executive Board, Board of Directors and the Annual meetings.
- e) Appoint Chairpersons to all NAHN-NY committees, except for the Nominating committee.
- f) Prepare, with the assistance of the Secretary, agendas, correspondence and documents.
- g) Appoint special AD hoc committees
- h) Appoint with the approval of the Board of Directors, the Editor and Webmaster of the official NAHN-NY, INC website.
- i) Perform other duties that may arise concerning the business of NAHN-NY and as may be directed by the Board of Directors.

#### **Section 6. PRESIDENT ELECT**

The President Elect shall take over the Office of President upon the expiration of the President's term of office.

- a) Prepare for the office of President by becoming familiar with the presidential duties, responsibilities, issues and reports.
- b) The President Elect will perform duties as may be directed by the Board of Directors.

#### **Section 7. SECRETARY**

The Secretary shall:

- a) Record the proceedings of all the meetings of NAHN-NY, the Board of Directors, and the Executive Board and disseminate minutes as appropriate.
- b) Assist the President in the preparation of agendas and materials for the meetings of the Executive Board, the Board of Directors and Membership meetings.
- c) In the absence of the President and President Elect call the meeting to order and conduct an election of a Chairperson Pro Tem (temporary person).
- d) Except those specifically assigned to other officers and chairpersons have custody of all books and papers ie Executive Orders, Protocol Manuals, Articles of Incorporation and Bylaws.
- e) Notify the presiding officer of the presence of a quorum.
- f) Maintain a file of committee reports.
- g) Prepare and maintain a file of incoming and outgoing correspondence.
- h) Engage in supportive efforts for the Educational Committee.



- i) Responsible for contacting inactive and expired members for membership renewal in conjunction with the Membership chairperson.

### **Section 8. TREASURER**

The Treasurer shall:

- a) Receive, have custody and be responsible for all bookkeeping and accounting of all funds of NAHN-NY
- b) See that only such bills as have been approved by the President or Executive Board are paid.
- c) Make a financial statement to the Executive Board at regular meetings no less than quarterly and to the membership at the Annual meeting
- d) The Treasurer shall deposit the funds of the organization in such banks as determined by the Executive Board.
- e) Within 30 days upon completion of term of office as Treasurer shall deliver to the new Treasurer all paper, books, records and money of the organization with a supplemental report covering all transactions which may have taken place since the last report of the Treasurer to the membership.
- f) One signature of either the Treasurer and President will be required on a check issued by NAHN-NY.
- g) Receipts for reimbursements by membership must be presented to Treasurer no later than thirty (30) days of expenditure.

### **Section 9 IMMEDIATE PAST PRESIDENT**

The Immediate Past President shall be entitled to attend, make motions and vote at Board meetings.

### **Section 10. DIRECTORS**

- a) The directors assume responsibilities as delegated by the Executive Board. They will be responsible for recruitment and retention of members.
- b) Directors shall require a current voting membership status in this Chapter.
- c) Directors shall not be eligible to serve more than two consecutive terms in office, unless the membership nominates the incumbent to renew their position or the candidate is unopposed.
- d) If a vacancy occurs in the position of Director, the Board by majority vote shall elect a successor to hold office for the unexpired term.

## **ARTICLE IX NOMINATIONS AND ELECTIONS**

## **Section 1. NOMINATING COMMITTEE**

- a) Composition – The Nominating Committee shall be composed of Three (3) elected voting members. The Nominating committee shall elect the committee Chairperson.
- b) Duties. The Nominating Committee shall :
  - 1. Recruit and prepare a slate of candidates, under strict, confidential protocols to be elected for the scheduled election period.
  - 2. Recruit one candidate for each office.
  - 3. Obtain a statement of consent to serve and their qualifications for office.
  - 4. No later than ninety (90) days prior to the Biennial Meeting, forward the slate of candidates to the NAHN-NY Secretary for placement on the website.

## **Section 2. ELECTION AND INSTALLATION**

- a) Ballots are mailed by regular or online to the membership thirty (30) days prior to the start of the election.
- b) A ballot may be reissued, if deemed appropriate by the chairperson of the Nominating Committee
- c) The election shall be decided by the candidate receiving the highest number of votes cast and a tie vote is determined by lot.
- d) Election results are presented to the Board of Directors before the Annual meeting. Candidates are notified by the NAHN-NY Secretary and the names of the elected members are placed on the website.
- e) Installation of Officers shall be at the Annual meeting.

## **ARTICLE X**

### **COMMITTEES**

#### **Section 1. STANDING COMMITTEES**

The Standing Committees shall be:

- a) Bylaws and Policy
- b) Membership
- c) Mentorship
- d) Community Outreach
- e) Public Relations
- f) Awards and Scholarships

- g) Website
- h) Professional Education
- i) Student

Each committee shall consist of a chairperson who is a voting member of the Chapter appointed by the President and three (3) volunteer members. Each committee shall submit a report upon request of the President or Board.

- a) Bylaws and Policy: this committee shall receive and study any proposals or amendments of the Bylaws and may initiate proposals to the same to be submitted for a Membership vote thereon. The committee will submit a report of the reviewed proposed amendments to the NAHN–NY Board for informational purpose. This committee shall keep the members at large abreast of any legislative action that will influence or impact the Hispanic community and offer implementation strategies as needed.
- b) Membership: This committee shall develop and devise ways to recruit and retain members of the NAHN-NY Chapter.
- c) Mentorship: This committee shall make recommendations and submit to the Board for approval mentor/mentee candidates. It shall be responsible for fostering and coordinating educational activities for selected candidates.
- d) Community Outreach: this committee will coordinate involvement in community outreach events to promote health awareness and partnership with the Hispanic community, Also will provide Chapter members with opportunities for participation in community service activities.
- e) Public Relations: This committee will devise ways of promoting good will between the public and NAHN-NY and to inform Hispanic consumers of community activities.
- f) Awards and Scholarships: This committee shall be responsible for fund raising activities and recommend recipients and awards to be approved by the Board and report to the membership at large. The Awards and scholarships will be based on criteria developed by the scholarship committee who will recommend to the Executive Board a slate of students for receipt of Scholarships and members to receive Awards.
- g) Website/Internet: The Chapter Website [www.NAHNNY.ORG](http://www.NAHNNY.ORG) and electronic pages on the internet shall be maintained by an independent webmaster, selected by the Board for a period of one year and said Webmaster shall report to the President and Secretary as needed.
- h) Professional Education: This committee shall provide and coordinate educational and CEU opportunities for the members of the Chapter.

- i) Student: This committee shall recruit and retain, develop strategies to engage students in community outreach opportunities, foster leadership development and suggest students to the Mentorship committee.
- j) Special Committees: the Board may establish such special or AD hoc committees as they deem appropriate. Such committees shall have members, duties and terms as determined by the Board.

## **ARTICLE XI**

### **MEETING OF MEMBERS**

#### **Section 1. GENERAL MEETINGS:**

General meetings of the Chapter shall be monthly at such time and place as determined by the Board.

#### **Section 2. QUORUM:**

Quorum shall constitute a majority of voting members at all general meetings.

## **ARTICLE XII**

### **FISCAL YEAR**

The Fiscal year of the NAHN-NY Chapter shall be set by the Board.

## **ARTICLE XIII**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern proceedings of this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

The Parliamentarian, appointed by the President, should be present at all membership meetings.

## **ARTICLE XIV**

### **AMENDMENTS**

#### **Section 1. Adoption of Amendments:**

The power to alter, amend or repeal the Bylaws of the Chapter or to adopt new Bylaws is vested in the Bylaws Committee. The Bylaws committee shall receive and study any

proposals or amendments to the Bylaws and may initiate proposals for amendments to the same. The Bylaws may be amended and new Bylaws may be adopted by majority vote of the General and Emeritus Members following approval of the Bylaws committee and review by the Board of Directors.

**Section 2. Record of Amendments:**

Whenever an amendment or new Bylaw is adopted, a copy shall be appended to or noted at the appropriate place in the original Bylaws. If any Bylaw is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted shall be appended to or noted at the appropriate place in the original Bylaws. Alternatively, the organization may restate the Bylaws in their entirety as amended.

**Amended: August 2016**

**Approved Date: December 2016**

**In Effect: January 2017 – December 2018**