

## **BYLAWS 2014**

### **1. Background**

The concept of Nepalese American Nurses Association is developed from the realization of gap of professional communications; unity and connections between Nepalese nurses in the US. Nepalese American Nurses Association is the national umbrella professional association of Nepalese origin Registered Nurses and nursing students in America to fill that gap. The organization's primary goal is to unite and promote nurses and nursing students of Nepalese origin and heritage as a professional body under an umbrella at national level. The organization will be the official voice for Nepalese nurses in America and around the world for professional nursing issues and problems.

### **2. Organization Name and Establishment**

The name of the organization will be Nepalese American Nurses Association (NANA). These bylaws are the properties of NANA that helped to develop and establish this organization and will guide in future. These bylaws are in effect from July 2012 from the moment of General Assembly of NANA held on July 15th, 2012 endorsed these bylaws. A team of NANA started working for establishment of organization from May 13<sup>th</sup>, 2012 drafting bylaws, and connecting nurses nationwide. The executive board elected for first-term 2012-2014 is governed by these bylaws. The forthcoming executive boards will be also elected under these bylaws. The amendment sections of bylaws will be endorsed by general assembly each year.

### **3. Organization Logo**

The logo will introduce the image of organization, NANA. The logo is in round shape with two circles and four symbols inside: nursing cap, two flags and mountain. The circle stands for unity and wholeness as nursing is teamwork. The white nursing cap is the universally recognized dress and symbol of nursing profession. The flags of Nepal and USA represent the nation of our origin and where we are working now. The mountain in our logo represents our strengths to achieve top professional goal. The name of organization is written in between of two circles. The logo is prohibited to copy and unauthorized use.

### **4. Organization Office**

The main office of NANA will remain in New York City since the organization is registered in New York State. The density of Nepalese nurses is the highest in NYC, and nurses residing in NYC have active role for establishment of organization.

## 5. Organization Purpose

- Promote activities to unify Nepalese nurses and nursing students in USA and Nepal.
- Provide training and education to the nurses and community members by planning and implementing programs that benefit Nepalese American community for health related awareness.
- Share professional experience that includes interstate licensing across the United States, credential evaluation process and career information.
- Create a bridge for nursing organizations to other professional organizations to develop mutual understanding, cooperation and to meet common goal of these professional organizations.
- Encourage Nepalese Nurses to participate in local community activities and to become productive members in their communities.
- Make charitable contributions to help professional community, the people of Nepal and around the world during natural disaster and humanitarian emergencies.

## 6. Membership and Fees

NANA offers three types of membership: General Member, Life Member and Special Member

- **General member:** General membership can be achieved by Nepalese nurse living in USA, nursing students, nurses from Nepal who are in the process of becoming RN in USA. This membership has to be renewed every year in the end of December.
- **Life member:** Life membership can be achieved by paying appropriate fees and must have active RN license in USA.
- **Special membership:** This membership can be offered to donors and to those who will provide substantial supports to the organization. The special membership is a subject of approval by the executive committee.

### *Eligibility*

- To be a member a person has to be a nurse or a nursing student of Nepali origin and heritage.

- The member should have good moral character.
- The person has to have nursing license any of 50 States in the USA and life membership to become an executive board member.

The current General Membership fee is \$10, which will be valid until December of each year. The Life Membership fee is \$100. The membership fee are subject of change any time. The General Members and Life Members are the only eligible individuals for voting rights while electing new executive board, and for amendments of bylaws. The executive board members must be Life Members upon the moment of elected in executive board. The executive board candidates are expected to have at least two years minimum nursing experience in USA. Special Members may or may not pay fees for membership depends on their contribution to the organization. They can be present during the election, convention and assemblies but cannot vote.

## **7. General Conventions**

The executive committee should organize general convention every two year. The representatives of other professional organizations can be invited in the convention. General convention will elect the new executive board through the election process. The general assembly part of convention will pass the proposed programs, disclose the finance and budget and amends the bylaws if necessary. The president or any members can present short term or long-term goal of organization. There must be presented at least 51% of all the members of NANA in the assembly to become a valid general convention or assembly. The bylaws can be amended by two-third votes of presented members in the general assembly.

## **8. Executive Board Election**

The existing executive committee should organize General Convention on July in every two years. The executive board will decide the date, place and time of convention. The convention will elect new executive board members. Executive board committee will be elected for two-year term. There will be thirteen members in the executive board committee including six major posts representing different States of the US. The executive members in different states may increase as our organization grows. The positions are introduced as follows:

1. President-1
2. Vice-Prsident-1

3. Secretary-1
4. Assistant Secretary-1
5. Treasurer-1
6. Assistant Treasurer-1
7. Members - 7

The candidate of president must have served at least a term (2 years) having any position of executive board in the previous committee. An individual cannot be repeated for third term as a president in consecutive years. However, the individual can return for candidacy of president after a break of a term or more. All the candidates should have good moral character, sociable, outgoing, ability to lead the organization, and have completed all the membership requirements.

The Executive Committee can nominate up to five advisors of executive board for a term. Executive Committee must approve the names of advisors. Immediate passed-president will be automatically an advisor of the organization. Other advisors can be the scholars who are socially and professionally reputed, experienced, and potential to advise for developing organization.

The existing executive board must form an election commission of three or five members before the conventions. The election commission should develop a fair election protocol in the assistance of existing executive board and experts outside the organization.

## **9. General Assembly, Duties and Rights**

The General Assembly of organization will be organized in July of every year. In general assembly, the executive committee should discuss the goals, works, decisions made by the executive committee, its progress, discusses and disclose the finances of the organization, ask for the suggestion and advice from the members and advisors. The executive committee should also come up with the agendas and goals for the upcoming years and has to be passed in general assembly.

## **10. Executive Committee Meetings**

Meetings can be organized in both physical presence and conference call but every meeting should have at least 51% of presence of elected board members to have formal and valid decision over agendas. The regular meeting will be held on every three months apart on first Saturdays of the month. The time of meeting and place should be announced at least 4 weeks in advanced. The

executive committee meetings should be organized at least 6 times per year based on the necessity of the organization should be decided by the President and could be organized at any time.

If the member in the executive committee misses the executive meeting regularly 3 consecutive times without notifying then the executive member will be dismissed from the board and the executive committee will elect the new member.

## **11. Duties and Responsibilities of Executive Committee Members**

### **a) President**

- Call executive, general assembly and other emergent meetings of the organization.
- Notify the time, place and date of all the meetings.
- In case of the equal votes on the executive committee's decision and work, President can veto the decision.
- Ensure that board orders and resolutions are put into effect and that records of proceedings maintained and certified when necessary.
- Ensure that the members are aware of and fulfill their responsibilities and comply with applicable laws and bylaws.
- Leadership of organization.
- Delegation of jobs and responsibilities to the fellow members.
- President should be the representative for other's organizational functions, activities from the organization or delegate the others members to attend those functions.

### **b) Vice President**

- In the absence of President, perform duties of the president.
- Co-ordinate with President and monitor the activities of all the members.
- Generate new ideas and proposals that are beneficial to meet the goals of the organization.

### **c) Secretary**

- Prepare and manage correspondence, reports, and documents.
- Organize and coordinate meetings, conferences, travel arrangements.
- Take type and distribute minutes of meetings.
- Maintain schedules and calendars.
- Organize internal and external events.
- Handling incoming mails and other material.
- Communicate verbally and in writing to answer inquiries and provide information.

- Liaison with internal and external contacts.

**d) Assistant Secretary**

- In the absence of secretary, perform the duties of secretary.
- Assist the secretary as requested.

**e) Treasurer**

- Management and disbursement of funds in co-ordination with the President.
- Generate ideas for fund collection.
- Prepare financial report quarterly or as decided by executive committee.
- Ensure all government tax and report documents within regulation and filed in a timely manner.
- Pay bills upon authorization of board members.
- Maintain data for membership and report to the board.

**f) Assistant Treasurer**

- Assist the treasurer in carrying out responsibilities.
- Fund collection.

**g) Committee Members**

- Generate ideas for fund collection.
- Motivate the nurses of respective states for membership and participation in the activities organized.
- Communicate with the board and attend the meetings.
- Identify the need of service in Nepalese community in their respective states and plan accordingly in collaboration with the board members.
- Work in collaboration with the executive members in the benefits, growth and development of the organization.

## **12. Resignization from the membership**

- a.) If any member does the activities against the organizational benefits the membership will be revoked.
- b.) Before the revocation of the membership the individual member will be given opportunity to defend themselves.

- c.) If any member becomes mentally challenged or disabled the membership will end.
- d.) The member should be of good moral character and not involved in any unlawful activities and violations.
- e.) Any individual member can give up the membership on their own will.

f.) If the member from the executive committee wants to give the resignation from the organization they should return all the belongings of the organization and the executive board should accept the resignation.

g.) If the president resigns the vice president should take over and discuss, if the resignation is applicable with the executive board and accept the resignation.

h.) Any aggressive behavior, verbal/physical abuse or any inappropriate activities of the members towards the organization or other members during any meeting, convention or assembly will have zero tolerance policy and the membership will be terminated immediately.

### **13. Finance**

The income sources of this organization will be donations, grants, charities, membership fees, tax returns, interests, bond, dividend, pledge and so on. All income and expenses will be audited by a professional and passed by general assembly every year. The treasurer will present the budget information in general assembly and proposes for approval. The bank accounts will be in the name of three individuals positioned as president, treasurer and secretary of executive committee. All three signatures are required for cashing checks. The debit card will be kept by the president and the transaction of the debit card should be approved prior with treasurer and secretary. The transactions made in advance by checks, debit or credit cards must get approval from secretary and treasurer.

### **14. Miscellaneous**

- **Books and Records**

The organization should keep correct and complete books and record of account and shall keep minutes of the proceedings of all meetings of its board, a record of all actions taken by the president without a meeting and a record of all actions taken by the committees of the board. In addition, the organization shall keep a copy of the organization's Bylaws as amended to date.

- **Conflict of Interest**

The organization shall adopt and periodically review a conflict of interest policy to protect the corporation's interest when it is contemplating any transaction or arrangement which may benefit any member of NANA.

- **Nondiscrimination Policy**

The persons served by this organization shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion and sexual orientation. It is the policy of NANA not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion.

- **Bylaws Amendment**

These bylaws may be amended, altered, replaced, or restated by a vote of majority of the executive board, and then passed by two-third vote of members in general assembly. However, the amendment does not affect the voting rights of executive members including president and other members.



## **CERTIFICATE OF ADOPTION OF BYLAWS**

We the people listed below here by certify that the General Convention approved the above stated Bylaws of NANA on August 9<sup>th</sup> 2014 and constitute a complete copy of Bylaws of the organization.

