

BYLAWS



**BLACK NURSES' ASSOCIATION,
GREATER PHOENIX AREA**

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PREFACE (12/21/15)

Background & Mission

- 40 year old **non-profit organization**
- Addresses health needs of the African American Community (and other minorities)
- Provides **on-going health education**
- Encourages **active participation** in programs
- Demonstrated success in **cultivating behavioral changes** in participants

Goals

- It is the goal of BNAGPA to commit to providing health information and activities that improve health in the black Community
- The BNAGPA strives to preserve the history and gather items via the restoration of a Historian
- Identify resources to support the goal. (determines financial resource)
- The BNAGPA will develop a recruitment strategy to diversify the membership
- The BNAGPA will refine member criteria to increase membership, volunteerism, and attendance at meeting
- The BNAGPA strives to foster an environment that encourages its members to share ideas and mastery of skills in line with its mission and vision

Objectives

- Provide peer group support
- Gain educational benefits
- Share employment information
- Provide community service
- Offer scholarship opportunities to nursing students

LOGO (12/21/15)



The caduceus symbol of healing is represented by a staff with two entwined snakes and two wings at the top. The staff, according to legend, was carried by the Greek messenger god Hermes, whose Roman counterpart was Mercury, and is therefore the sign of a herald. The caduceus here is superimposed on the state of Arizona in gold with the letters BNA in black.

Arizona, the 48th state of the United States, is home of the Black Nurses' Association, Greater Phoenix Area, a chapter of the National Black Nurses Association, Inc. (NBNA). The gold color of the logo represents the rays of the sun and black represents the ethnic culture of African American people. This logo was designed by the charter members of BNAGPA.

PHILOSOPHY and PURPOSE (12/21/15)

The Black Nurses Association, Greater Phoenix Area is a non-profit organization created to address and inform the black community and other minority groups about health issues in the state of Arizona. Minority groups in our society often lack access to proper health care. Therefore, the purpose of the Black Nurses Association, Greater Phoenix Area is to investigate, define, and determine nursing and health care needs of minority groups in the state, to act as an advocate in gaining access to that care, and support other minority nurses in the field.

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ARTICLE I – NAME

The name of the organization shall be the Black Nurses' Association, Greater Phoenix Area (BNAGPA) Maricopa County, Arizona Chapter, a chapter of the National Black Nurses Association, Inc. (NBNA).

ARTICLE II – OBJECTIVES

The objectives of Black Nurses' Association, Greater Phoenix Area, hereinafter known as the BNAGPA shall be to:

1. Define and determine nursing care for black consumers for optimum quality of care by acting as their advocates
2. Act as a change agent in restructuring existing institutions and/or helping to establish institutions to suit our needs
3. Serve as the local nursing body to influence legislation and policies that affect Blacks people and work cooperatively and collaboratively with other health workers and organizations to this end
4. Conduct, analyze and publish research to increase the body of knowledge about health need of Blacks
5. Compile and maintain a National Directors of Black Nurses to assist with the dissemination of information regarding Black nurses and nursing on national and local levels by the use of all media
6. Set standards and guidelines for quality education of Black nurses on all levels by providing consultation to nursing faculties and monitoring for proper utilization and placement of Black nurses
7. Recruit, counsel and assist black people interested in nursing to ensure a constant procession of blacks into the field
8. Be the vehicle for unification of black nurses of varied age groups, educational levels, and geographic locations within the Phoenix area to ensure continuity and flow of our common heritage
9. Collaborate with other black groups to compile archives relevant to historical, current and future activities of black nurses

10. Provide the impetus and means for black nurses to write and publish on an individual or collaborative basis to increase the body of knowledge about health needs of blacks

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ARTICLE III – MEMBERS

Section 1. **Qualifications**

The membership shall consist of licensed, retired, and student nurses, and affiliate members who express commitment to the philosophy of BNAGPA and NBNA.

Section 2. **Classification**

A. There shall be four (4) classes of membership:

1. Licensed members are registered nurses and licensed practical and/or licensed vocational nurses.
2. Retired members are registered/practical and/or vocational nurses who are no longer earning their living as a practicing nurse.
3. Student members are those persons who have matriculated into a nursing program and are not yet licensed. (Revised 2/27/2016).
4. Affiliate members are non-licensed persons who express commitment to the philosophy of BNAGPA. They are non-voting and may not hold an office.

B. Persons who meet the qualifications may become active members of BNAGPA after the membership application has been reviewed and approved by BNAGPA Membership Committee and submitted to NBNA headquarters.

1. Chapter members are individuals who are affiliated with a chapter.
2. NBNA's lifetime members are those persons who are members of a chapter or direct members who have paid a one-time lifetime membership to NBNA. Lifetime members of NBNA must pay BNAGPA annual chapter dues.

Section 3. **Good Standing**

A member in good standing is one whose current dues are paid and who complies with the provisions of the NBNA/BNAGPA bylaws and therefore has full voting rights and privileges. (Revised 12/21/15)

Section 4. **Inactive, Reinstatement**

A. Dues are payable January 1 of each year and are delinquent after March 31st of each year. Members whose dues are not current by March 31st shall become inactive. (Revised 2/27/2016).

B. Inactive members shall lose voting rights and all other privileges of membership.

- C. A member who becomes inactive for non-payment of dues may be reinstated to active status if their application is accompanied by the current year's dues.

Section 5. **Disciplinary Action**

Any member whose conduct has been proven injurious to BNAGPA or NBNA or its purpose shall be subject to disciplinary action including censure, suspension or expulsion. Procedures to be followed are specified in the parliamentary authority. Action will be initiated by BNAGPA and/or NBNA Board of Directors. (Revised 12/21/15)

Section 6. **Grievance Policy**

Any member expressing dissatisfaction, complaint or resistance offered in connection with an activity, situation or decision made by the BNAGPA shall follow the NBNA grievance policy.

ARTICLE IV – DUES, FEES, FINANCES AND FISCAL YEAR

Section 1. **Dues**

- A. Annual BNAGPA member dues shall be determined by vote of the membership after recommendation of the Finance Committee.
- B. A member who becomes inactive for non-payment of dues may be reinstated to active status if their application is accompanied by the current year's dues. Privileges of membership shall become inactive as stated in Article III, Section 4. (Revised 12/21/15)

Section 2. **Fees**

- A. BNAGPA shall be assessed an annual fee that is determined by the Board of Directors of the NBNA.
- B. BNAGPA shall be assessed an initial charter fee, the amount to be determined by the Board of Directors of the NBNA.
- C. The reinstatement fee for an inactive member shall be an amount to be determined by BNAGPA Executive Board. (Revised 12/21/15)

Section 3. **Finances**

- A. A proposed budget shall be submitted by the Finance Committee of the BNAGPA to the Executive Board for consideration and then presented to the BNAGPA membership.

- B. The financial records of BNAGPA shall be audited by an accountant at the end of each fiscal year. The report of the audit shall be presented to the membership body for adoption and a copy of the report forwarded to the NBNA office annually.

Section 4. **Fiscal Year**

- A. The fiscal year shall be January 1 to December 31 of any given year.
- B. Internal Revenue, 501(C) (3) status requirements will be met annually by BNAGPA by submission of reports and forms to NBNA National Office.

ARTICLE V – BNAGPA RESPONSIBILITY

Section 1. **Bylaws**

- A. BNAGPA shall have bylaws to govern the conduct of its business that are consistent with NBNA Bylaws.
- B. BNAGPA Bylaws shall be submitted to the NBNA Bylaws Committee for review every five (5) years from the date of chartering and whenever any major revision or amendments have been adopted.

Section 2. **Elections**

- A. BNAGPA will elect officers annually: President and Secretary every even year (election during the odd year); Vice-President and Treasurer every odd year (election during the even year). (Revised 12/21/15)
- B. Candidates for BNAGPA offices shall be members in good standing with BNAGPA and NBNA.
- C. BNAGPA shall elect a president, vice-president, secretary, treasurer and such other officers as may be deemed necessary.
- D. Officers shall be installed and assume office at the next BNAGPA business meeting following election.
- E. Within one month (1) after the election BNAGPA shall report to NBNA headquarters the name, address and position of each officer elected.

Section 3. **Responsibility to NBNA**

- A. Collect and forward member dues to NBNA Headquarters
- B. Remit annual fee to NBNA as specified in Article IV, Section 2A
- C. Maintain and send an updated membership roster to the NBNA headquarters

- D. Give evidence of a local program consistent with the goals and purpose of NBNA through an annual report to Headquarters
- E. BNAGPA shall meet all requirements as specified in NBNA Bylaws and the Operational Policy and Procedure Manual to remain in good standing

Section 4. **Voting Rights**

- A. BNAGPA shall have voting rights for the election of national officers as specified in Article VII, Section 3C of the NBNA Bylaws.
- B. BNAGPA shall elect delegates to cast per capita votes at the national business meetings.

Section 5. **NBNA Logo**

- A. BNAGPA may use the logo of NBNA upon authorization by the NBNA Board of Director for a specific identified purpose.
- B. Individual Members must obtain authorization from NBNA Board of Director to use the logo of NBNA for a specific identified purpose.

Section 6. **BNAGPA Logo**

- A. BNAGPA may use the logo of BNAGPA upon authorization by BNAGPA Board of Directors for a specific identified purpose.
- B. Individual members of BNAGPA must obtain authorization from BNAGPA Board of Director to use the logo of BNAGPA for a specific identified purpose.

ARTICLE VI – OFFICERS

Section 1. **Officers**

- A. The elected officers of BNAGPA shall be a president, vice-president, secretary and a treasurer.
- B. The parliamentarian and a historian shall be appointed by the president and called upon to perform duties as prescribed.

Section 2. **Qualifications**

- A. A candidate for elective office shall be a member in good standing at least one (1) year prior to election.
- B. To be eligible for office a member must attend a minimum of six (6) meetings annually.

Section 3. **Terms of Office**

- A. Officers, elected by the membership, shall serve for a term of two (2) years unless otherwise specified or until a successor has been named.
- B. No elected officer shall serve more than two (2) consecutive terms in the same office.

Section 4. **Vacancies**

- A. When a vacancy occurs in the office of the President, the Vice-President shall become President.
- B. When vacancies occur in the other offices, they shall be filled by the President with the approval of BNAGPA Executive Board.
- C. Any officer who is unable to carry out the duties of the office or to fulfill the purpose of BNAGPA will be requested to resign, or will be removed from the office by the Executive Board of BNAGPA; the person in question will not be allowed to vote.

Section 5. **Duties of Officers**

- A. The President shall:
 - 1. Be executive officer and official representative of BNAGPA
 - 2. Give administrative guidance and direction to the structure and programming of BNAGPA
 - 3. Serve as chair of the Executive Board and preside over all official meetings of BNAGPA
 - 4. Recommend to the Executive Board the removal of any elected or appointed official as specified in Article VI, Section 4C
 - 5. Perform duties as set down by the by-laws and other duties that pertain to the office
 - 6. Ex-officio member of all standing committees except Nominating Committee
- B. The Vice-President shall:
 - 1. Preside at meetings in the absence of the President or at the request of the President
 - 2. Succeed to the office of President for the unexpired term in the event of a vacancy in that office

3. Will be ex-officio member of all special committees
4. Perform specific duties at the request of the President

C. The Secretary shall:

1. Record the proceedings of all meetings of BNAGPA and Executive Board
2. Prepare for distribution of the minutes prior to the meetings
3. Perform all duties that pertain to the office and as deemed necessary by the Executive Board
4. Review all correspondence; discuss with the president and route to the identified committee
5. Conduct all general correspondence including acknowledgements
6. Performs all other duties as deemed necessary by the president and/or Executive Board
7. Maintain a roster of all organizations that have corresponded with the BNAGPA

D. The Treasurer shall:

1. Receive and deposit all funds of BNAGPA in its name
2. Make disbursements and keep written accounts of all transactions in accordance with the financial policies established by the Board of Directors
3. Make a financial report at Executive Board meetings
4. Submit an annual report to the membership
5. Serve as member of Finance Committee
6. Perform other duties pertaining to the office and as requested by the Executive Board

ARTICLE VII – NOMINATION AND ELECTION

Section 1. **Nomination**

- A. The Nominating Committee shall consist of three (3) members. The term of office shall be two years. Committee members may serve no more than two (2) consecutive terms.
- B. The committee shall prepare a slate of at least one (1) candidate for each of the offices.
- C. The slate of officers shall be:
 1. Publicized to the membership with candidate qualifications
 2. Read at the meeting where additional nomination may be made from the floor; no name shall be placed in nomination without the consent of the nominee

Section 2. **Election**

Election of officers shall be by ballot and a majority vote shall elect.

Section 3. **Vote by Mail**

- A. A vote by mail is authorized when necessary. A report of the action taken by mail shall be ratified and made a part of the minutes at the next meeting of the committee.
- B. A vote by electronic mail is authorized when necessary. A report of the action taken by email shall be ratified and made a part of the minutes at the next meeting of the committee.
- C. All members in good standing may vote.

ARTICLE VIII – BUSINESS MEETINGS

Section 1. **Meetings**

- A. Business of BNAGPA shall be conducted at no less than nine (9) meetings a year.
- B. The members of BNAGPA shall determine the specific meeting time and meeting place(s) annually.
- C. Roberts Rules of Order shall be used as a guide for all meetings.

ARTICLE IX – EXECUTIVE BOARD

Section 1. **Composition**

The members shall all be elected officers and appointed committee chairpersons.

Section 2. **Duties**

- A. The Executive Board shall:
 - 1. Be responsible for the transaction of necessary business between meetings and shall make a complete report of its action to BNAGPA
 - 2. Approve committee chair appointments made by the President
 - 3. Make recommendations of policy to the President and the chapter
 - 4. Perform other duties as prescribed in the by-laws or as assigned by the President

Section 3. **Meetings**

- A. Specific meeting time and the meeting place will be determined annually by the Executive Board.
- B. Special meetings may be called by the President.

ARTICLE X – COMMITTEES

Section 1. **Composition**

- A. There shall be the following standing committees: Nominating, Finance, Membership, Policy Procedures/Bylaws, Legislative, Scholarship & Awards, Community Outreach and Publicity/Public Relation.
- B. All committee members shall be individuals in good standing appointed by the President, unless otherwise provided by these bylaws. The President shall be an ex-officio member for all committees, except the Nominating Committee.
- C. Committees shall assume such duties as are specified in these bylaws and other such duties as may be assigned by the Executive Board or by the appropriate group to which they are directly responsible.

Section 2. **Duties of Standing Committees**

- A. Nominating Committee – The members are appointed as specified in Article VII, Section 1A. The committee shall:
 1. Notify the membership committee of all elective positions to be filled
 2. Screen candidates and prepare a slate of officers and elected committee persons as specified in Article VII, Section 1B and 1C.
- B. Finance Committee – The committee shall consist of members including the Treasurer. The President shall act as a consultant. The committee shall:
 1. Consider and recommend means of securing adequate income
 2. Recommend an annual budget to the Executive Board
 3. Advise the Executive Board and BNAGPA concerning investments and other financial business
 4. Have all financial records examined at the end of the fiscal year by an accountant
- C. Membership Committee –The committee shall:
 1. Receive, review and approve all applications for new members
 2. Strategize to increase the membership of BNAGPA
 3. Mail notices to all delinquent members

D. Policy Procedure/Bylaws Committee – The committee shall:

1. Periodically review the bylaws and notify the members of the proposed amendments at least thirty (30) days before the meeting
2. Prepare amendments for presentation to the membership
3. Review BNAGPA bylaws every five (5) years and makes recommendations for changes as necessary

E. Community Outreach – The committee shall:

1. Make recommendations to the Executive Board for activities affecting black local nurses and health care of the black and minority communities
2. Work closely with members/groups and educational institutions to increase and retain the number of blacks and other minorities completing nursing programs
3. Assist black and other minority students in the development of strategies to achieve successful completion of nursing programs

F. Legislative Committee – The committee shall:

1. Initiate, endorse and support desirable health and nursing legislation in the interest of the black community
2. Work collaboratively with health care providers and/or organizations in disseminating information regarding national and/or regional legislative issues

G. Scholarship & Awards Committee – The committee shall:

1. Establish and disseminate criteria for submitting candidates recommended for NBNA and BNAGPA scholarship award and recognition
2. Screen and prepare all necessary information regarding recommended candidates for NBNA and BNAGPA approval
3. Announce selected scholarship and award recipients at the annual meeting

H. Publicity/Public Relations Committee – The committee shall:

1. Secure publicity for BNAGPA and all committee activities through all mass communications systems

2. Be responsible for a Speakers Bureau

Section 3. **Ad Hoc Committees**

These committees deemed necessary shall be appointed by the President. After submitting the final report to the group that authorized it, the committee will be dissolved.

ARTICLE XI – CHAPTER DOCUMENTS

All papers and official documents of BNAGPA shall be maintained in the official office.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the proceedings of BNAGPA in all cases not provided for in these bylaws or in the standing rules.

ARTICLE XIII – LIABILITY

This institution expressly disclaims responsibility of the local organization and local officers for actions of individual members who are in violation of both the letter and intent of the bylaws and operating policies and procedures.

ARTICLE XIV – AMENDMENTS

These bylaws may be amended at any regular business meeting by a two-thirds (2/3) vote of the members assembled at the meeting provided the notice of proposed amendments have been submitted by the Policy Procedure/Bylaws Committee and are published to members at least thirty (30) days before the convening of the meeting.

ARTICLE XV – DISSOLUTION CLAUSE

This chapter may be dissolved by a two-thirds vote of the membership, such a vote to be cast at a special meeting called for that purpose. All funds remaining on deposit shall be directed to an organization with 501 © 3 status.

Revisions during Executive Board meeting 11/30/15 edited by current Executive Board and copies disseminated via email on 12/22/15, 1/26/2015 with final revision by Executive Members 2/27/16.

Adopted: March 1, 2016

President: LaTanya Mathis

Secretary: Kena Carter

ByLaws Chair: Angela M. Allen