

# Alaska Nurses Association Bylaws

As Amended October 17, 2010

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**The Core Purpose of AaNA is to**  
***Advance and Support the Profession of Nursing***

We advance and support the profession of nursing by:

- Working for improvement of health standards,
- Promoting access to health care services for Alaskans,
- Fostering high standards and the professional development of nurses,
- Advancing the economic and general welfare of nurses,
- Empowering nurses to be dynamic and powerful leaders in health care and political communities.

**The Core Values of AaNA are**  
***Integrity ▪ Advocacy ▪ Professionalism ▪ Representation ▪ Empowerment***

**Integrity**

Nursing Code of Ethics

Individual responsibility, reflective of our commitment to the principles that nursing is a multidimensional, socially essential service

**Advocacy**

Advocate for all nurses

Foster improvement of health standards

Promote access of health care services for all people

Assist individuals and groups with their health-restoring and health-supporting responses to actual or potential health problems

**Empowerment**

Empower Alaska nurses to be dynamic leaders, powerful in both the health care and political communities

**Representation**

Representation by lobbying

Representation by collective bargaining

Advance economic and general welfare of nurses

**Professionalism**

Foster high standards of nursing practice

Foster high standards of nursing education

Provide variety of continuing education activities

Represents nursing at Board of Nursing meetings

Stimulate and promote professional development of nurses and nursing

Assess education needs as well as planning, implementing and evaluating continuing education offerings in accordance with the standards established by the profession

# Article I

## Title and Functions

### Section 1. Name

The name of this association shall be the Alaska Nurses Association hereinafter referred to as AaNA.

### Section 2. Purpose

The Core purpose of the AaNA shall be to advance and support the profession of nursing. This shall include:

- fostering high standards of nursing, and
- supporting nurses in their work for the improvement of health standards and the availability of health care services for all people, and
- stimulating and advancing the economic and general welfare of nurses.

These purposes shall be unrestricted by considerations of age, color, creed, disability, gender, health status, life-style, nationality, race, religion, or sexual orientation.

### Section 3. Functions

The functions of AaNA shall be to:

- a. promote through appropriate means, standards of nursing practice, education and nursing service as defined by the American Nurses Association (ANA).
- b. insure adherence to the code of ethical conduct for practitioners established by ANA.
- c. promote legislation and to speak for nurses in regard to legislative action.
- d. promote and protect the economic and general welfare of nurses, including collective bargaining.
- e. represent Alaska's nurses with allied professional, community, and governmental groups.
- f. be a Continuing Education provider and maintain a system of support for educational offerings.
- g. provide observation representation at the ANA House of Delegates.
- h. advocate for quality healthcare for all people.
- i. provide AaNA members with Continuing Education opportunities.

## **Article II**

### **District Nurses Associations**

#### Section 1. Definition

Nurses associations which have been or which hereafter may be organized, whose bylaws are in harmony with these bylaws and have been approved by the Board, shall be recognized as District Nurses Association, hereafter referred to as DNA's.

#### Section 2. Uniform requirements

It shall be the duty of each DNA:

to require that all of its members have the qualifications specified in Article III, Membership of these bylaws.

to send to the executive director of AaNA the names and addresses of all officers and board of the DNA immediately following their election or appointment.

to meet a minimum of twice annually;

if the DNA receives funds from the AaNA, to conduct annual elections for officers;

to provide the AaNA Executive Director each January a copy of the DNA's financial activity for the previous calendar year and a copy of the DNA's year-end bank statement.

#### Section 3. Disqualification

A DNA which fails to comply with the requirements to file the annual financial reports may be disqualified as a constituent association of AaNA by unanimous vote of the Board, provided written notice has been given. Such association and its members must be notified in writing at least three months before the vote is taken and the DNA shall have the opportunity for a hearing with the AaNA Board within said three months period.

All funds held by the disqualified DNA shall be paid to the AaNA after all obligations of the DNA have been met.

All members of a disqualified DNA become members of District XV upon dissolution of the DNA.

A DNA which has been disqualified may be reinstated by unanimous vote of the Board.

## **Article III**

### **Membership**

#### Section 1. Membership

Membership shall consist of those who have been granted a license to practice as a registered nurse in at least one state, territory or possession of the United States and do not

have a license under suspension or revocation in any state, or is otherwise entitled by law to practice.

## Section 2. Membership Privileges

Members shall have membership privileges as follows:

receive an AaNA membership card.

receive the official publications of AaNA.

be a candidate for AaNA elective and appointive positions in accordance with these bylaws and applicable policies.

participate in the election of AaNA officers as prescribed in Article X.

attend the AaNA General Assembly, convention, and other unrestricted activities.

receive due process and grievance rights in questions of membership as described by AaNA policies.

## Section 3. Membership Obligations

The member shall have the obligations to:

- a. uphold the bylaws of the AaNA.
- b. abide by the *Code of Ethics for Nurses* as adopted by the ANA House of Delegates.
- c. pay dues as required by AaNA.
- d. fulfill the requirement of an office or committee if elected or appointed.

## Section 4. Disciplinary Action

Cause for Disciplinary Action by AaNA against a member shall be limited to failure to fulfill the obligations as cited in these bylaws; and other actions detrimental to the purposes, goals, and functions of AaNA.

Disciplinary Proceedings shall be conducted in accordance with the policies and procedures established by the Board of Directors, which shall have final disciplinary authority over members.

Disciplinary Action depending on the severity of the violation, a member may be reprimanded, censured, suspended from membership, or permanently expelled from membership.

Appeal of Disciplinary Action – A member may appeal any disciplinary action in accordance with procedures adopted by AaNA Board of Directors.

## Section 5. Dues

Dues for AaNA shall be:

- i. The amount established by the AaNA Membership by secret ballot.-
- ii. Membership rights shall be forfeited upon failure to pay dues as required by current policy and these bylaws.

#### Membership Categories

- i. Collective Bargaining Member (pay Full AaNA Member dues plus the Collective Bargaining Assessment fee): RNs who are members of an AaNA Collective Bargaining Unit certified by the National Labor Relations Board and who are covered by a ratified contract.
- ii. Full AaNA Members: RNs who are employed, who work full or part time and are not members of an AaNA Collective Bargaining Unit.
- iii. Reduced Members (fifty percent of annual Full Member Dues): RNs who are not employed, are full-time students, are new graduates from a basic nursing program for a first year membership if initiated within six months following licensure to practice as a registered nurse, or RN's sixty-two years of age or older who are not earning more than the Social Security system allows without loss of Social Security payments.
- iv. Retired members (25 percent of annual Full Member Dues): RNs who are sixty-two years of age or older who are not employed.
- v. AaNA/ANA members: AaNA members in category i. through iv. above who choose to also be members of ANA will pay ANA dues as determined by ANA in addition to dues and fees paid to AaNA.
- vi. Honorary Members (complementary membership): RNs or former RNs who have been inducted into the AaNA Hall of Fame.

No monies shall be refunded nor collected when a change in dues category or transfer to or from AaNA is made within a paid membership year. (Membership year is defined as 12 months from the date of payment of dues.)

#### Section 6. Membership Restriction

Membership shall be unrestricted by consideration of age, color, creed, disability, gender, health status, life-style, nationality, race, religion, or sexual orientation.

## Article IV

### Affiliate Member Organizations

#### Section 1. Qualifications

An Affiliate Member Organization (Affiliate) of AaNA is an association that:

is a statewide nursing organization that meets criteria established by the AaNA bylaws and the policies set by the Board of Directors.

has a governing body composed of a majority of registered nurses.

has been granted Affiliate status by the AaNA Board of Directors.

has paid an annual Affiliate fee to AaNA.

### Section 2. Responsibilities

Each Affiliate Member Organization shall maintain a mission and purpose harmonious with the purposes and functions of AaNA.

### Section 3. Rights

Each Affiliate Member Organization shall be entitled to:

one registered nurse representative, who shall have voice in the AaNA General Assembly but no vote unless they are also an AaNA member.

make reports or presentations to the AaNA General Assembly within its area of expertise.

submit the names of registered nurse representatives qualified for appointment to committees or ad hoc groups. It is understood that qualifications for appointment to AaNA committees includes membership in AaNA.

As an exception, the AaNA Board may appoint an Affiliate's member, who is not an AaNA member, to an AaNA committee, so long as the majority of the committee members are AaNA members.

## **Article V**

### **General Assembly**

Section 1. Definition: The General Assembly shall be the governing and official voting body of AaNA and shall be composed of the Board and AaNA Members.

### Section 2. Functions

The General Assembly shall:

take positions, determine policy, and set direction on substantive issues of a broad nature necessitating the authority and backing of the official voting body of AaNA.

adopt and maintain bylaws.

Establish rules of procedure for meetings of the General Assembly.

### Section 3. Composition

The General Assembly shall be composed of AaNA members who are duly accredited.

Eligibility – To be duly accredited and eligible vote at the General Assembly, a member shall be required to have paid dues and hold membership in AaNA at least thirty (30) days prior to the General Assembly.

The Board may establish distant teleconferencing sites for the General Assembly. The Board shall appoint a monitor for each distant site who shall duly accredit members and tally votes.

#### Section 4. Meetings

The General Assembly shall meet at least annually.

Special meetings of the General Assembly may be called by the Board and shall be called by the president upon written request of 15% of the AaNA membership.

The time and place of meetings shall be determined by the Board.

Notice of the date and place of a meeting of the General Assembly shall be provided to each member at least 3 months prior to annual meeting of the General Assembly and 30 days prior to a special meeting. Notice may be provided in any electronic or written formal or medium that is general business usage and which is reasonably designed to reach the member, including but not limited to mail, email, and fax.

Nothing in this section shall be interpreted to preclude special meetings by teleconference or other means.

#### Section 5. Resolutions

- a. Proposed resolutions may be solicited from the membership anytime but preferably at least 30 days prior to the General Assembly.
- b. Proposed resolutions shall be submitted to the Board 30 days prior to the General Assembly.
- c. Additional resolutions may be introduced at the General Assembly floor, provided a majority of the Assembly votes to consider the resolution.

#### Section 5. Quorum

A quorum for the transaction of business of the General Assembly shall consist of five members of the Board, one of whom shall be the president or vice-president, and members from at least three different Alaskan communities. AaNA members may attend the General Assembly via teleconference or other electronic means.

## **Article VI**

### **Board of Directors**

#### Section 1. Definition

The Board of Directors, a corporate body composed of elected members, serves as the agent for the General Assembly.

#### Section 2. Functions

The Board shall:

1. exercise the corporate responsibility and fiduciary duties of the Association consistent with applicable provisions of law, including:
  - a. provision for the adoption of financial policies,
  - b. adoption of the budget for the Association which incorporates program plans of structural units,
  - c. surveillance of AaNA funds,
  - d. the annual review of all books by a qualified person, not a member or employee of the Association, as determined by the Board and
  - e. reporting to the membership and General Assembly.
2. establish policies and strategic planning to support the work of AaNA
3. provide for the operation and maintenance of a headquarters, and provide for the transaction of business and coordination of AaNA activities in the interim between meetings of the General Assembly. Including:
  - a. Assuring that the organizational structure and administrative systems are adequate and appropriate.
  - b. Hiring and evaluating the Executive Director, delegating responsibility for carrying out administrative functions consistent with Board policies and standards.
  - c. Making appointments and fill vacancies as necessary and as provided for in these bylaws.
4. Acting as an appropriate representative for AaNA internally and externally
5. Assume such duties as may be provided elsewhere in these bylaws, by the AaNA General Assembly, and Board Policies.

### Section 3. Composition

There shall be a board that shall consist of officers and directors each of whom shall hold membership in AaNA/DNA.

There shall be four officers: President, Vice President, Secretary and Treasurer.

There shall be eight director seats

Directors-at-large – five shall be filled by a member who will serve as Directors-at-large. These seats shall be staggered, serving for two years. Three shall be elected in even numbered years and two shall be elected in odd numbered years.

Staff Nurse Director – One shall be filled by a collective bargaining eligible member, who will serve as the Staff Nurse Director. This seat shall be elected in an odd numbered year and shall serve two years.

Greater Alaska Director – One shall be filled by a member living outside the Municipality of Anchorage, who will serve as the Greater Alaska Director. This seat shall be elected in an even numbered year and shall serve for two years.

Rural Director – One shall be filled by someone from outside the Municipality of Anchorage and the Fairbanks Northstar Borough, who will serve as the Rural Director. This seat shall be elected in an odd numbered year and shall serve for two years.

There shall be one seat for a Student Nurse who shall be appointed by the UAA Student Nurses Association and approved by the AaNA BOD on an annual basis, with voice, but without voting rights.

There shall be one seat for the Chair of the AaNA Labor Council or his/her designee, and this seat has full voting rights.

In the event that nominations are not forthcoming for the Greater Alaska or Rural Director seats, the positions will default to any other nominee or appointee.

The immediate past president may attend meetings in an advisory capacity with voice but without vote. The immediate past president will serve for one year.

#### Section 4. Terms of Office

Officers shall be elected biennially to serve for two years or until their successors are elected. The president and treasurer shall be elected in the odd years; the Vice President and the Secretary shall be elected in the even years.

No officer or director shall serve more than two consecutive terms in the same office or more than eight consecutive years on the Board. Any officer or director who has served more than half a term shall be considered to have served a full term.

#### Section 5. Vacancies

- a. in the event of a vacancy occurring:
  - i. in the office of President, the Vice President shall become President.
  - ii. all other vacancies on Board shall be filled by Board appointment.

#### Section 6. Meetings

Meetings shall be held in conjunction with each General Assembly of the AaNA and at such other time and places as shall from time to time be determined by the Board. Special Board meetings may be called by the President upon the written request of at least 10 AaNA members or five members of the Board.

Business which requires immediate action by the Board may be conducted by mail, telephone, email, fax, or video conferencing. Such action shall be subject to ratification at the next regular meeting of the Board.

Unexcused absence from three (3) consecutive meetings shall constitute a resignation and the vacancy shall be filled as provided for in these bylaws.

#### Section 7. Quorum

A majority of the Board, including the President or Vice President shall constitute a quorum at any meeting of the Board.

#### Section 8. Executive Committee

There shall be an executive committee on the Board composed of the officers, who shall have all powers of the Board transact business of an emergency nature between Board meetings. Such transactions shall be reported at the next regular Board meeting.

#### Section 9. Functions of Officers

Officers shall assume duties usually performed by such officers and defined by these bylaws or by the board.

The President shall:

- i. preside at meetings of the General Assembly, the Board and the Executive Committee.
- ii. serve as ex-officio member of all committees except Nominations and Labor Council.

The Vice President shall assume all duties of the President in the President's absence. The Vice President, who assumes the duties of an absent President or fills the vacancy in the office.

The Secretary shall be accountable for record keeping and reporting of all meetings of AaNA.

The Treasurer shall act as chairman of the Finance Committee, shall be accountable for the fiscal affairs of AaNA and shall provide reports and interpretations of AaNA's financial condition, as may be required, to the General Assembly, the Board, and the membership.

#### Section 10. Executive Director

The Executive Director is employed by and accountable to the Board of Directors and carries out responsibilities as defined in a job description, which includes but is not limited to the following:

- i. executes policies determined by the Board and policies established by the Labor Council relating to collective bargaining.
- ii. executes on behalf of each local bargaining unit for which the association is certified or recognized, all collective bargaining contracts negotiated for registered nurses for representation by the Labor Council of AaNA or its agents in accordance with the law and these bylaws.
- iii. selects, hires, evaluates, promotes, counsels, and terminates staff.

- iv. represents the AaNA as a spokesperson on matter of policy and positions established by the General Assembly and the Board.
- v. manages the AaNA headquarters office.
- vi. administers the Board approved budget and transacts financial affairs of the AaNA under the direction of the Treasurer.
- vii. acts in an advisory capacity and gives guidance to AaNA committees
- viii. attends ANA House of Delegates to keep AaNA apprised of national trends.

The Executive Director shall fulfill other responsibilities as delegated by the Board and defined in the job description.

The Executive Director attends meetings of the AaNA with voice but without vote.

#### Section 11. Retiring Officers

All officers shall within two weeks upon resignation or expiration of their terms of office, surrender all property of the AaNA in their possession to their successor or to the headquarters office.

## **Article VII**

### **Committees, Taskforces and Project Teams**

#### Section 1. Description

AaNA is a complex organization with many different ways to be involved. In order to keep our organization vibrant and responsive to member needs, the list and types of Association action units may be developed as we grow.

Structural Units shall include the Board of Directors, Labor Council, Districts and Local Bargaining Unit Boards as well as standing committees, taskforces and project teams.

Committees, taskforces and project teams shall assume such duties as are specified in these bylaws and such other duties as may be assigned, and shall report to the Board when requested to do so.

#### Section 2. Accountability

Each committee, taskforce and project team shall

prepare a budget based on its plans for submission to the board.

prepare an Action Plan to share their goals and proposed project with their members and the Board.

#### Section 3. Standing Committee Composition

- a. Standing Committees are permanent committees who do ongoing work on behalf of AaNA.
  - i. Committees shall consist of no fewer than three AaNA members.
  - ii. A committee, unless otherwise specified herein, or in AaNA policies, shall have a Chair appointed by the Board after each General Assembly to serve until their successors are appointed. The Chair shall submit a list of Committee Members to the Board
  - iii. Vacancies on elected committees shall be filled by Board appointment for the balance of the unexpired term.
  - iv. Unexcused absence from two consecutive meetings of any Unit shall constitute a resignation and the vacancy shall be filled by the Board.
- b. The Continuing Education Committee shall:
  - i. as directed by the Lead Nurse Planner and/or education committee, implement a process for review of potential educational activities to be offered by AaNA.
  - ii. recommend a fee schedule for assisting other organizations in completing continuing education applications.
  - iii. advise the Board of Directors on national issues as they affect continuing education in Alaska.
  - iv. serve a liaison function with the ANCC accrediting authority for Alaska's continuing education programs.
- c. The Finance Committee shall:
  - i. consist of the AaNA President, the AaNA Treasurer, who shall act as chairman of the committee, the Labor Council Chair, Labor Council Treasurer, and other members as appointed by the Board of Directors.
  - ii. review, evaluate and prepare an annual budget for recommendation to the board.
  - iii. make recommendations on other matters relating to income and expenditures of funds of AaNA.
- d. The Legislative Committee shall:
  - i. review the need for legislative action and take appropriate action based on priorities set by the General Assembly, Board or other appropriate structural units.

- ii. study proposed state and local health-related legislation for its implications for the community at large, nurses, and the profession of nursing
  - iii. advise the Board on legislative matters.
- e. The Nominations Committee shall:
  - i. consist of four members representing varying geographical areas within the state, all of whom shall be elected in odd years to serve a two year term.
  - ii. elect its own chair.
  - iii. perform the duties described in Article IX.
- f. The Professional Practice Committee shall:
  - i. act as a resource regarding nurse practice issues;
  - ii. respond to questions regarding RN scope of practice;
  - iii. respond to concerns regarding nurses acting within ethical frameworks, such as the ANA Code for Nurses; I think this is proper in this position
  - iv. refer reports of any non-nurse who represents him/herself as an RN to the Alaska Board of Nursing;
  - v. refer reports on individuals who inappropriately engage in activities that fall into the RN scope of practice to the Alaska Board of Nursing;
  - vi. consult on any reports in which individuals that are not qualified to serve as Advance Practice Nurses are representing themselves as Advanced Practice Nurses;
  - vii. gather facts to help nurses determine that they are functioning within the legal boundaries of their practice (statutory, regulatory & case law);
  - viii. draft recommendations to be presented to the Alaska Nurses Association Board of Directors.

#### Section 4. Taskforces

Taskforces shall be created for limited purpose, made up of volunteer members, and have a specified task and timeline.

Taskforces shall be called by the Board, an AaNA Structural Unit, or staff as appropriate.

“Structural Units” includes, but is not limited to: Board, Labor Council, District Boards, Bargaining Unit Boards and Standing Committees.

Taskforce Pools are groups of members interested in a topic, which can be called upon to contribute to a specific task. Standing Taskforce pools shall include:

Health and Safety Issues

AaNA Events

AaNA Structural Issues (for example: bylaws, resolutions)

## Section 5. Project Teams

Project Teams are for longer term projects with specific event or task as its focus. Project Teams shall:

be created by the Board

have Board appointed members

submit a project budget to the Board for consideration.

supply regular reports to the Board

Shall include:

Conference

Fall Retreat

AK Nurse Editorial Board

## **Article VIII**

### **Labor Council**

#### Section 1. Purpose

The purpose of this council shall be to study and take action to promote the economic and general welfare of registered nurses and other represented health care professionals employed in the State of Alaska. This article of the Bylaws of the AaNA shall control the Labor Program. This Article shall supersede other any inconsistent provisions elsewhere in the AaNA Bylaws.

The program shall be administered by the AaNA Executive Director through the Labor Program Director within the policies established by the Labor Council.

“Bargaining Unit Members” shall be defined as the RNs who are members in good standing of AaNA and their AaNA Local Bargaining Unit, and non-registered nurses who are persons in bargaining units and who pay an AaNA representation fee and who are in good standing.

All collective bargaining agreements negotiated by AaNA on behalf of local bargaining units that have been ratified by the local bargaining unit, in accordance with its bylaws, will be adopted by the Alaska Nurses Association, in the manner set forth, without revision, provided that the provisions of such agreements are in conformity with all applicable provisions of the law and this article of the Alaska Nurses Association Bylaws.

Upon ratification as approved by the local bargaining unit, the collective bargaining agreements shall be signed by the President of such unit, the Labor Program Director of AaNA and members of the local bargaining unit negotiations team. When so signed, these agreements shall be considered adopted by the Alaska Nurses Association.

## Section 2. Representation

AaNA Labor Program will represent units made up of registered nurses and other health care professionals.

## Section 3. Duties of the Council

The Council shall have full authority and responsibility for the program, including:

Establish and maintain liaison with other AaNA committees.

Set priorities for all AaNA labor relations, functions, and activities.

Prepare educational offering and materials regarding the Labor Program and collective bargaining for program members.

Collaborate with AaNA committees on workplace advocacy issues for general membership.

Monitor and respond to economic developments and trends in health care and the general economy in relation to the needs of nurses.

Monitor and respond to legislative issues related to the economic welfare of nurses and other AaNA represented health care professionals, and labor-management concerns through the AaNA Committee on Legislation.

Establish a program budget in cooperation with the Executive Director and the Program Director.

Appoint special committees as necessary with defined purposes and delegated responsibilities as appropriate.

Evaluate the implementation of objectives, policies and procedures developed by the council at least every 2 years or as necessary.

Review bargaining unit bylaws for consistency with this Article.

Advise the Executive Director and the Program Director in the hiring, firing and evaluation of Program Staff.

Review funding of arbitration requests from local bargaining units with all council members empowered to vote.

Set guidelines for establishing new bargaining units.

#### Section 4. Labor Council Composition

The Council shall be composed of AaNA bargaining unit members

7 elected members at large.

one representative from each local bargaining unit. These representatives shall be elected by their respective local bargaining unit.

Terms of office on the Council will be two (2) years staggered.

The Chairperson and other officers of the Council will be a member of the Council elected by the Council members at the first meeting held with the newly elected members.

Vacancies on the Council will be filled by appointment by the Council to serve until the next general election. Vacancies of the local bargaining unit representative will be selected by that local bargaining unit.

#### Section 5. Qualifications

Registered nurse members of the Labor Council must be members of the Alaska Nurses Association. All Labor Council members must be in an AaNA represented bargaining unit.

Core members or “Beck” payers are not eligible for membership on the Labor Council.

#### Section 6. Nominations and Elections

Nominations and Elections for members of the AaNA Labor Council will be conducted in accordance with local and federal labor laws, and the provisions Article 3.0, Composition and Qualifications for Labor Council Membership, of the Labor Council Policies and Procedures Manual. Since this Labor Council may be composed of registered nurses and non-registered nurses, the Labor Council policies and procedures manual will be interpreted to include full representation rights for all Labor Council members.

Only bargaining members in good standing who are in AaNA represented collective bargaining units may nominate and vote for Council members.

Only bargaining unit members in good standing who are in AaNA represented collective bargaining units may hold office on the Labor Council.

To be in good standing for the purposes of nominating, voting, and holding office, a person must be paying full dues (as opposed to being a core or Beck members). The dues must not be delinquent, and membership must not be under suspension.

#### Section 7. Accountability

The Council shall be autonomous with respect to collective bargaining activities including positions, policies, procedures and all other matters related to the collective bargaining program.

The Labor Council shall be accountable to eligible members of the labor program. The Council shall make a general report annually to the Board of Directors and to the membership of the AaNA at the annual General Assembly meeting.

The Labor Council members are required to attend Labor Council meetings unless excused. The Labor Council may remove a member who has three or more unexcused absences.

#### Section 8. Council Officers and Responsibilities

a. The Chairperson shall:

- i. serve as the official representative of the Labor Council and as the spokesperson on matters of Labor policy and position.
- ii. chair all meetings of the Council.
- iii. represent the Labor Council at the Regional Labor Councils and the Alaska AFL-CIO.

b. The Vice Chairperson shall:

- i. assume the duties of the Chairperson in the absence of the Chairperson.
- ii. assume other duties as assigned by the Labor Council.
- iii. in the event of a vacancy occurring in the office of the Chairperson, serve until the next Chairperson takes office.

c. The Secretary shall:

- i. record the minutes of meetings, maintain the records of the Council and forward a copy of all minutes to the AaNA Executive Director.

- ii. notify all members of special meetings of the Program Membership.
- d. The Treasurer shall:
  - i. be responsible for monitoring the fiscal affairs of the Program, managing the strike fund and helping prepare the budget projections for the following year.
  - ii. receive reports from the Executive Director concerning the financial condition of the program.

#### Section 9. Business Meetings

- a. The Council will conduct separate business meetings at times to be determined by the Labor Council.
- b. Only AaNA bargaining unit members who pay full dues and are in good standing and AaNA staff may attend the business meetings unless invited by the Labor Council.
- c. A majority of the members of the Council shall constitute a quorum.
- d. All elected members of the Labor Council are entitled to vote.

#### Section 10. Program Funding

The Labor Program shall be funded by a bargaining unit assessment in a manner provided by law and payable by all local unit members to the Labor Council through its designated agent, AaNA. The amount of this assessment shall be recommended by the Labor Council and approved by a vote of the members of the affected Collective Bargaining Unit. This provision shall not apply to the annual adjustment for Agency Fee payers based on the annual federally-mandated “Beck” audit.

## **Article IX**

### **Nominations and Elections**

Section 1. The Committee on Nominations shall solicit nominees for officers and committees according to procedures in the AaNA policy manual.

Section 2. All elections shall be determined by secret ballot. In case of a tie the results will be determined by lot.

Section 3. The ballot, including biographies of candidates, shall be provided to each AaNA member at least 30 days before the General Assembly.

Section 4. Ballots for the Labor Council shall be distributed as outlined in Article VIII.

Section 5. A second ballot shall not be mailed or given to any member for any reason.

Section 6. The marked ballot shall be returned or postmarked not later than 10 days before the General Assembly.

Section 7. Members may vote for persons other than those whose names appear on the ballot by writing in the names of qualified candidates who have consented to serve if elected.

Section 8 A plurality of votes cast by those entitled to vote and voting shall constitute an election.

Section 9. Challenge of any election will not be entertained after the close of the meeting at which the election is declared.

Section 10. Terms of office shall commence at the adjournment of the General Assembly.

## **Article X**

### **Fiscal Year**

The Fiscal Year of this Association shall be from January 1 to December 31.

## **Article XI**

### **Official Publication**

The *Alaska Nurse* shall be the official publication of AaNA.

## **Article XII**

### **Parliamentary Authority**

The rules contained in the latest edition of *Robert's Rules of Order* shall govern meetings of AaNA in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **Article XIII**

### **Amendments**

Section 1. Notice

These bylaws may be amended at any General Assembly or special meeting of AaNA by a 2/3 vote, provided notice shall have been sent to all members at least thirty days prior to the convention or special meeting.

Section 2.

These bylaws may be amended without previous notice at a convention or special meeting by a two-thirds vote.

Section 3.

These bylaws may be amended by a mail ballot election if the proposed amendment receives two-thirds or more of the ballots cast.