

BY-LAWS
FOR THE
Nursing Section
Oklahoma Public Health Association

I. Membership:

Membership is open to nurse members of OPHA or persons interested in nursing whom are active members who designate the nursing section as their choice.

II. Objectives:

The objectives of this section are:

- A. Provide an opportunity for the members to express their specific concerns about community health nursing as it related to total health care
- B. Allow persons with like interest to promote preventive health measures
- C. Provide leadership and assistance in the development and promotion of Public Health education in the State of Oklahoma

III. Functions:

- A. Provides programs of interest to the membership in current trends in nursing practice
- B. Collaborates with the different sections of OPHA to study and formulate programs for the most pressing areas of the health field
- C. Designated a member to represent the section of the Membership Committee of Association

IV. Officers:

- A. Chairperson, Vice-Chairperson, Secretary, Treasurer
- B. Election of officers is held at the annual business meeting of the section and shall serve form the close of the annual meeting to the close of the second succeeding annual meeting. The Chairperson and Secretary shall be elected on odd years. All officers shall serve two a year term and may succeed themselves one time.
- C. Nominees must be a current member of the nursing section for the previous two years.
- D. Duties of the officers:
 - 1. Chairperson shall:
 - a. Preside at all meetings
 - b. Represent the section on the Executive Board of the association.
 - c. Appoint a Chairperson and two committee members to a nominating, a resolutions, an awards, a by-laws, a membership, a legislative and a newsletter committee.

- d. Notify the Vice-Chairperson if unable to attend the meetings.
 - e. Appoint member(s) to fill the un-expired term of the Vice-Chairperson, or Secretary or Treasurer.
 - f. Approve all expenditures.
 - g. Appoint a parliamentarian to serve at the meetings
2. Vice Chairperson shall
 - a. Preside at the meetings in the absence of the Chairperson
 - b. Chair program committee and select members to assist him or her in program arrangements
 3. Secretary shall:
 - a. Take minutes at all meetings
 - b. Maintain accurate list of nursing section members
 - c. Send minutes to officers and committee chairpersons and send notices of special meetings to members
 4. Treasurer shall:
 - a. Keep records of financial assets and transactions
 - b. Collect monies when indicated
 - c. Keep a list of physical assets of the section
 - d. Report annually to the membership
 5. All officers shall:
 - a. Attend all meetings
 - b. Notify Chairperson if unable to attend a meeting
 - c. Make available to successor all the materials having to do with the section.
- E. In addition to the aforementioned officers the Nursing Section will also recognize the following:
1. The out-going Chairperson, out-going Vice-Chairperson, out-going Secretary, and out-going Treasurer to act as ex-officio non-voting officers of the Executive Board of the Nursing Section, to provide mentoring &/or any needed assistance or advice to newly elected officers.
 2. Ex-officio officers will remain in this position for one year after their term of office is completed.
 3. These ex-officio officers will be titled Past-Chair, Past-Vice-Chair, Past-Secretary, and Past-Treasurer

V. Committees:

All members shall be current members of OPHA Nursing Section

- A. Nominating:

1. The committee shall select at least two candidates for each office to be filled, for placement on the ballot.
2. The committee shall send out a list of candidates to the members with the vitae, when the awards information is mailed out, prior to the annual meeting.
3. The committee shall prepare a ballot, which will be presented to the members either at the annual meeting or emailed to current members by electronic survey.
4. If the manual ballot is the option selected the members will have a list of current nursing section members at the annual meeting, which will ensure who is eligible to vote, and then give the members a ballot.
5. The ballots will be counted during the business section meeting and the chairperson of the nominating committee will announce the new officers.
6. If an electronic ballot (Survey Monkey) is the option selected the ballot is prepared by the Nominating Committee and emailed to the current membership of the Nursing Section. Once the survey ballots are received and verified by the Nominating Committee the ballots will be counted prior to the meeting and the Chairman of the Nominating Committee will announce the new officers during the business meeting of the Nursing Section. Any member who does not have email access will be mailed a manual ballot which will need to be returned by mail to be included in the counting prior to the meeting.

B. Membership:

1. The chairperson of the membership committee will serve as a representative to the membership committee of OPHA.
2. The membership committee will give a report at each annual business meeting of the section.

C. Program:

1. The Vice-Chairperson shall be chairperson of the program committee and shall select two committee members.
2. The committee shall be responsible for the planning and representing a program for the annual section meeting.

D. Resolutions:

1. The committee shall accept suggested resolutions from the members two months preceding the annual meeting of OPHA.
2. The committee shall prepare all emergency resolutions. An emergency resolution shall be any resolution submitted by members, which was not submitted two months prior to the annual meeting and who's subject is important for the immediate impact, as deemed necessary by the resolutions committee, on the organization and the health of the public.

3. The committee shall submit a; resolutions to the members for approval.
4. Upon approval by the members of the Nursing Section, the committee will submit pertinent resolutions to OPHA for approval.
5. The chairperson of the resolutions committee shall report to the members at the next meeting the outcome of the approved resolutions.

E. By-Laws:

1. The committee shall review the By-Laws annually preceding the section meeting
2. The committee shall present to the executive board Nursing Section members

F. Awards:

1. The committee shall be responsible for sending each member the information necessary for nominating candidates [OPHA member(s) or non-member(s)] for the Edith Wyrick Award, Creative Achievement Award, Outstanding Nursing Student Award, Oklahoma's Lillian Wild Award and the Ruby Griffin Patient Care Assistant Award.
2. The Chairperson and his or her committee members will determine that the criteria have been met and select the recipients and present the award(s) at the annual meeting. If the criteria are not met, the committee can choose not to present an award.

G. Legislative:

1. The committee shall be responsible for the monitoring imposed health care legislation and alert appropriate persons of important issues.
2. The committee shall submit an annual report to the membership.

H. Newsletter:

The chairperson may publish a newsletter annually if indicated, and mail out with award mailing.

I. Executive:

1. The committees shall consist of the Chairperson, Vice-Chairperson, Secretary and Treasurer
2. The committee shall be allowed to conduct the affairs of the Nursing Section of OPHA between annual meetings

VI. Voting Body:

The voting body at any meeting shall consist of the Nursing Section members who are in attendance.

VII. Meetings:
The meeting of this section shall be held during Oklahoma Public Health Association Annual Meeting. Additional meetings may be called by the Chairperson.

VIII. Amendments:
The By-Laws chairperson may present to the members any changes and or amendments at the annual meeting. These items will be completed at this meeting by a majority of members present.

Bylaws Adopted 04/07/2010