

**ARKANSAS NURSES ASSOCIATION
BYLAWS**

**ARTICLE I
Name, Purposes, and Functions**

Section 1. Name

The name of this association shall be the Arkansas Nurses Association, herein after referred to as ARNA.

Section 2 . Purposes

- a. The purposes of ARNA shall be to-
 - 1) work for the improvement of health standards and the availability of health care services for all people in Arkansas;
 - 2) foster high standards of nursing;
 - 3) stimulate and promote the professional development of nurses and advance their economic and general welfare;
 - 4) serve as the organization for registered nurses of Arkansas;
 - 5) advocate for the profession;

- b. These purposes shall be unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, and sexual orientation.

Section 3 . Functions

The functions of ARNA shall be to:

- a. promote the standards of nursing practice, nursing education, and nursing services established by the American Nurses Association (ANA).
- b. foster adherence to the code of ethical conduct for nurses established by ANA.
- c. promote the system of credentialing established by ANA
- d. propose and influence legislation, governmental programs, and health policy both on the national and the state levels; and as appropriate, international level.
- e. promote systematic study, evaluation, and research in nursing.
- f. promote and participate in the collection, analysis, and dissemination of information relevant to nursing.
- g. protect the economic and general welfare of registered nurses;
- h. promote leadership in Arkansas and national nursing; and as appropriate, in international nursing.
- i. promote and provide for the professional development of nurses;
- j. ensure workforce advocacy program for registered nurses.
- k. provide services to Arkansas Constituent Member Associations (ARCMA) and Arkansas Individual Members (ARIMs).
- l. maintain communications with ARCMA and ARIMs through official publications

- m. Fulfill an active role as consumer advocate
- n. represent and speak for registered nurses with other health professions groups, community groups, state governmental bodies, and the public;
- o. protect and promote the advancement of human rights related to health care and nursing.
- p. promote relationships with the Arkansas Nursing Students' Association (ANSA) and other health related professional groups or associations.

ARTICLE II Membership and Affiliations

ARNA shall be composed of individuals and organizations that have member or affiliate status. Member status is available for organizations meeting the criteria for constituent member associations. Affiliate status is available for organizations meeting the criteria for organizational affiliates. Both member and affiliate status are available for individuals.

Section 1. Arkansas Constituent Member Associations (ARCMA)

- a. ***Definition***
District or regional registered nurses associations, multi-district or multi-regional associations within the state of Arkansas are hereinafter referred to as Arkansas Constituent Member Associations (ARCMA)
- b. ***Boundaries***
Boundaries of ARCMA shall be defined by the ARNA Board of Directors. The boundaries may be changed, or new ARCMA created, in accordance with the procedures adopted by the ARNA Board of Directors.
- c. ***Qualifications***
To be qualified as an ARCMA, the association must be one that-
 - 1) ensure that new members are qualified as provided in Article II, Section 2 of these bylaws.
 - 2) is composed of individual members.
 - 3) has bylaws that govern its individual members and regulate its affairs that are harmonious with ARNA and ANA bylaws.
 - 4) has stated and demonstrated purposes and functions congruent with those of ARNA.
 - 5) promotes the purposes and functions of ARNA
 - 6) submit reports to the ARNA Board of Directors and Chief Executive Officer (CEO) or designee upon request.
 - 7) elect officers in accordance with ARNA policy and procedures.
 - 8) notify current and newly elected officers of mandatory attendance at specific ARNA meetings and activities in accordance with ARNA policy and procedures.
 - 9) assure that officers assume official duties in January following the annual meeting.

- d. ***Dissolution***
An ARCMA failing to comply with the criteria stated in these bylaws, or for other cause deemed noncompliant, may be dissolved as an ARCMA or ARNA, in accordance with ARNA policy and procedures.
- e. ***Reinstatement***
An ARCMA which has been dissolved may be reinstated by a two thirds vote of the ARNA Board of Directors or a two thirds vote by the ARNA House of Delegates.

Section 2. Arkansas Individual Members (ARIM)

- a. ***Definition***
Members of the ARNA shall be those persons accepted in accordance with qualifications and other requirements described in these bylaws. Members shall support its purpose unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, and sexual orientation.
- b. ***Qualifications***
 1. has been granted a license to practice as an RN in at least one state, District of Columbia, territory, or possession of the United States;
 2. does not have a license under suspension or revocation in any state, or is otherwise entitled by law to practice; or
 3. may be an RN in recovery who has surrendered his or her license to practice, in accordance with ARNA policy.
- c. ***Membership Options***
 1. Full Membership: a member of both ARNA and ANA with full rights and benefits as stated in the bylaws of ANA and ARNA.
 2. In-State Only Membership: a member of only ARNA with full rights and benefits, as stated in ARNA Bylaws.
- d. ***Dues***
 1. The ARNA HOD shall establish the dues policy for full membership that will include at least the present rate of dues paid by the ARNA to ANA.
 2. The ARNA HOD shall establish the dues policy for in-state only membership that will include at least the present rate of dues paid by the ARNA to ANA.
 3. In the event the rate of dues payable to the ANA by the ARNA is increased, such changes shall be automatically added to the annual ARNA dues.
 4. Members shall be notified of any proposed change to the ARNA dues at least 45 days prior to the ARNA Annual Meeting of the HOD.
 5. ARNA shall remit a portion of dues to ANA that shall be equal to the amount ANA remits to the ARNA for ANA direct members, in accordance with the ANA dues policy established by the ANA HOD, and per written agreement between ANA and ARNA.

6. The ARNA shall continue to pay dues to the ANA pursuant to the ANA Bylaws and HOD policy, until such time as two-thirds of the entire ARNA membership votes to disaffiliate from the ANA.

e. *Membership Transfer*

1. A member who is in good standing and has paid the membership dues in full may transfer from or to ARNA from another ANA Constituent Member without any additional payment of dues or refund of dues, for the remainder of the membership year.
2. A member of an ARCMA, who is in good standing and who has paid full dues, may transfer to another ARCMA without additional dues or refund of dues, for the remainder of the membership year.

f. *Rights*

1. Full membership shall have the right to:
 - a) receive an annual ANA/ARNA membership card, *The American Nurse (TAN)*, and the *Arkansas Nursing News(ANN)*;
 - b) be a candidate for ANA elective office and appointed positions in accordance with ANA Bylaws and applicable policy;
 - c) be a candidate for ARNA elective office or appointed positions in accordance with the ARNA Bylaws and applicable policy;
 - d) participate in nominations and vote for ARNA officers, ARCMA officers, ARCMA delegates and alternates to the ARNA HOD, in accordance with ARNA policy and procedures;
 - e) participate in the nomination and election of ARNA delegates and alternates to the ANA HOD, in accordance with ANA Bylaws and applicable policy;
 - f) participate in the nomination and election of ARNA delegates and alternates to the Center for American Nurses, in accordance with ANA Bylaws and applicable policy;
 - g) participate in the nomination and election of DNA delegates and alternates to the ARNA HOD, in accordance with applicable policy;
 - h) attend the meetings of the ANA Board of Directors, ANA HOD,- ANA Convention, and other unrestricted ANA meetings and activities;
 - i) attend meetings of the ARNA Board of Directors, ARNA HOD, ARNA Convention, and other unrestricted ARNA meetings and activities;
 - j) submit proposals for consideration of the ANA Board of Directors and the ARNA Board of Directors;
 - k) attend the Congress of the International Council of Nurses;
 - l) be accorded other rights as provided for under common parliamentary or statutory law; and

- m) be accorded a fair hearing (i.e., grievance and appeal).
 - 2. In-state only membership shall have the right to:
 - a) receive an annual ARNA membership card and the *ANN*;
 - b) be appointed to ARNA positions, in accordance with ARNA policy and procedures;
 - c) participate in nominations and vote for, ARCMA officers, ARCMA delegates and alternates to the ARNA HOD, in accordance with ARNA policy and procedures;
 - d) attend meetings of the ARNA Board of Directors, the ARNA HOD, the ARNA and ANA Conventions, and other unrestricted ARNA and ANA meetings and activities;
 - e) affiliate with ARNA Councils in accordance with ARNA Bylaws, policy and procedures;
 - f) submit proposals for consideration by the ARNA Board of Directors;
 - g) attend the Congress of the International Council of Nurses;
 - h) be accorded other rights as provided for under common parliamentary or statutory law; and
 - i) be accorded a fair hearing (i.e., grievance and appeal).
- g. ***Responsibilities***
 - 1. Full membership shall have the responsibilities to:
 - a) uphold ARNA and ANA bylaws;
 - b) abide by the ANA Code of Ethics for Nurses;
 - c) pay ARNA dues according to adopted policies; and
 - d) fulfill the requirements of elected office and of ANA or ARNA committee appointments.
 - 2. In-state only membership shall have the responsibilities to:
 - a) uphold ARNA bylaws;
 - b) abide by the ANA Code of Ethics for Nurses;
 - c) pay ARNA dues according to adopted policies; and
 - d) fulfill the requirements of ARNA committee appointments.
- h. ***Disciplinary Action***
 - 1. Disciplinary action may be taken against an ARCMA or an ARIM of ARNA for cause as determined by the ARNA Board of Directors.
 - 2. Disciplinary proceedings shall be conducted in accordance with policies and procedures established by the ARNA Board of Directors, which shall have final authority over ARIMs and ARCMA.
 - 3. Depending on the severity of the violation, an ARIM or an ARCMA may be reprimanded, censured, suspended, or permanently expelled from ARNA.
 - 4. An ARIM or an ARCMA may appeal disciplinary action, in accordance with ARNA policies and procedures.
 - 5. Disciplinary action by an ARCMA against one of its members shall be given full ARNA recognition and enforcement, provided

- the ARCMA's action was taken in accordance with that ARCMA's Bylaws and disciplinary procedures.
6. The ARNA shall give full recognition and enforcement to any disciplinary action taken by another ANA Constituent Member Association (CMA) against one of its members, provided that such action was taken in accordance with the disciplining CMA's Bylaws and disciplinary procedures.

ARTICLE III

Organizational Affiliates

Section 1. Definition

An ARNA affiliate is a nursing organization within the state that:

- a. meets criteria approved by the ARNA HOD;
- a. has a governing body composed of a majority of registered nurses; and
- b. has paid an organizational affiliation fee to ARNA.

Section 2. Eligibility Criteria

An ARNA affiliate is a nursing organization within the state that:

- a. has a mission and purpose harmonious with the mission, purposes, and functions of ARNA;
- b. is comprised and governed by a majority of registered nurses; and
- c. presents a written motion to ARNA that is adopted by the applicant's governing body to seek recognition as an organizational affiliate.

Section 3. Responsibilities

- a. Each organizational affiliate shall maintain a mission and purpose harmonious with those of ARNA.
- b. The organizational affiliate shall apprise ARNA of any changes in its mission, purpose, functions or membership structure.

Section 4. Rights

- a. Rights of the organizational affiliate in relation to ARNA shall be determined by the ARNA Board of Directors and the HOD.
- b. Each organizational affiliate shall be entitled to:
 - 1) one registered nurse participant who shall have voice, but no vote, in the ARNA HOD;
 - 2) submit names of registered nurse representatives for appointment to ARNA councils, committees, and task forces; and
 - 3) submit reports to the ARNA HOD or request to present at the ARNA Convention, within its area of expertise.
- c. Additional Benefits:
 - 1) ARNA HOD and convention materials for the president and designated others;
 - 2) ARNA Convention fee at membership rate for president or designee;
 - 3) complimentary *ANN* sent to the president; and
 - 4) invitation to special events.

ARTICLE IV House of Delegates

Section 1. Definition

The ARNA HOD is the governing and official voting body of ARNA. The ARNA HOD provides stewardship for the profession through the creation of policy and positions that support the purposes of ARNA.

Section 2. Composition

- a. The ARNA HOD shall be composed of ARNA elected officials and ARCMA delegates or alternates, each with one vote;
- b. The ARNA HOD shall also include the following who shall have courtesy seats without a vote:
 - 1) past presidents;
 - 2) chairs or designees of councils, committees or task forces;
 - 3) a representative of the ANSA; and
 - 4) one registered nurse participant from each organizational affiliate.

Section 3. Apportionment

- a. Apportionment
 - 1) The number of elected delegates from the membership of each ARCMA to attend any ARNA regular or special meeting, shall be based on the number of currently paid members on June 1 of that calendar year.
 - 2) Each ARCMA shall be entitled to (5) five delegates and one (1) additional delegate for each 50 members.
- b. ARCMA shall conduct delegate/alternate delegate elections by secret vote.
- c. Each ARCMA delegate or alternate shall serve for a one (1) year term, and shall serve until a successor is elected.
- d. Vacancies shall only be filled by elected alternates.
- e. Delegate eligibility requires membership in both ARNA and the ARCMA.

Section 4. Responsibilities

The ARNA HOD shall:

- a. establish rules of procedure for meetings of the ARNA HOD;
- b. adopt bylaws;
- c. transact business;
- d. adopt position statements and/or resolutions;
- e. approve annual financial plan; and
- f. participate in special ceremonies.

Section 5. Meetings

- a. The ARNA HOD shall meet annually.
- b. Special meetings may be called by five (5) members of the ARNA Board of Directors or shall be called by the president upon written request of a majority of the ARCMA.

- c. The ARNA Board of Directors shall determine the time and place of meetings.
- d. Notice of the ARNA HOD shall be mailed to each ARCMA President at least 45 days prior to meeting, and at least two weeks prior to a special meeting.

Section 6. Quorum

A quorum shall be required for the transaction of business by the ARNA HOD, and shall consist of five (5) members of the board of directors, one (1) of whom shall be the president or the vice president, and 30 percent of the total population of the HOD. These delegates shall represent at least a majority of the ARCMA's.

ARTICLE V Board of Directors

Section 1. Definition

The ARNA Board of Directors is a corporate body composed of the elected officers and the presidents of the DNAs that serve as the agent for the membership.

Section 2. Composition

The ARNA Board of Directors shall consist of elected officers and ARCMA Presidents. The officers include president, vice president, secretary, treasurer, and member-at-large.

Section 3. Authority

The ARNA Board of Directors shall have delegated authority from the HOD to act on behalf of the membership between meetings, and to perform other duties and exercise additional powers as defined in these bylaws.

Section 4. Accountability

The ARNA Board of Directors shall report and be accountable to the ARNA HOD.

Section 5. Responsibilities

The ARNA Board of Directors shall:

- a. exercise the corporate responsibility and fiduciary duties of ARNA consistent with applicable provisions of law;
- b. implement ARNA policies and positions approved by the HOD;
- c. establish policy and procedures for the transaction of business; financial management; coordination of activities; operation and maintenance of state headquarters; and all other related association activities;
- d. establish standing committees and task forces;
- e. hire and annually review the performance of the chief executive officer (CEO), as evaluated and reported by the executive committee;
- f. grant organizational affiliate status in accordance with these bylaws;
- g. control the use, procurement, replication and sale of ARNA's official

- insignia;
- h. appoint liaisons or representatives at meetings as appropriate;
- i. maintain professional relationship and collaboration with the ANSA; *and*
- j. assume other duties as provided for elsewhere in these bylaws and by the HOD.

Section 6. Terms of Office

- a. Officers shall be elected for a two year term or until their successors are elected.
- b. The treasurer and vice president shall be elected in the even numbered years; the president, secretary, and member-at-large shall be elected in the odd numbered years.
- c. No officer or director shall serve more than two (2) consecutive terms in the same office or more than eight (8) consecutive years on the board of directors.
- d. An officer or director who has served 12 months or more shall be considered to have served a full term.

Section 7. Officer Qualifications

To be eligible to serve as an ARNA officer on the ARNA Board of Directors, a person shall:

- a. hold current full membership status in ARNA; and
- c. concurrently not serve as an officer or director of another organization, if such participation might result in a conflict of interest with ARNA.

Section 8. Officer Vacancy

In the event of an ARNA officer vacancy:

- a. in the office of president, the vice president shall become president for the remainder of the term; and
- b. in any other office, the board shall fill the vacancy for the unexpired term by appointment, until filled by election at the ARNA HOD.

Section 9. Duties of ARNA Officers

- a. The president shall serve as the official representative and as its spokesperson on matters of policy and positions; shall be on the ballot for election as a delegate to the ANA HOD; shall be on the ballot for election to the Center for American Nurses (Center); shall chair the ARNA HOD, and the board of directors meetings; and serve as an ex officio member of all committees except the nominations committee.
- b. The vice president shall be placed on the ballot for election to the ANA HOD; in the absence of the president, shall preside at meetings and carry out the duties of the president.
- c. The secretary shall ensure that records are maintained of meetings of the ARNA HOD, the board of directors, the executive committee, and shall notify DNAs of meetings of the ARNA HOD.
- d. The treasurer shall monitor ARNA fiscal affairs, provide reports and interpret the financial status of ARNA to the ARNA HOD, board of

- directors, and the membership.
- e. The member-at-large shall preside at meetings in the absence of the president and vice president.
- f. The officers and directors shall fulfill the responsibilities of the ARNA Board of Directors, in accordance with these bylaws and ARNA policy and procedures.

Section 10. Executive Committee

There shall be an ARNA Executive Committee of the board of directors.

- a. The elected officers comprise the executive committee.
- b. The executive committee shall have all powers of the board to transact business between board meetings, in accordance with policy and procedures established by the board.
- c. All transactions shall be reported at the next regular meeting of the board of directors.

Section 11. Chief Executive Officer

There shall be an ARNA Chief Executive Officer (CEO).

- a. The board of directors shall delegate to the CEO the authority to manage ARNA according to policies established by the HOD and board of directors.
- b. The CEO shall be a full ARNA member and accountable to the board of directors.
- c. The CEO shall employ, direct, promote, and terminate staff, as approved by the executive committee of the board.
- d. The CEO or designee may represent ARNA and serve as spokesperson on matters of established policy and positions.
- e. The CEO's name shall appear on the ARNA ballot as an ANA alternate delegate when delegates and/or alternates cannot fulfill this obligation.
- f. The CEO's name shall appear on the ARNA ballot as a Center alternate delegate when delegates and/or alternates cannot fulfill this obligation.
- g. In the absence of a CEO, the ARNA Board of Directors shall fulfill these duties.

Section 12. Meetings

There shall be regular and special ARNA Board of Directors meetings

- a. Regular meetings of the board of directors shall be held at least twice annually at a predetermined time and place. Business requiring immediate action by the board, CEO, or executive committee may be conducted by mail or other forms of communication. The business conducted shall be subject to ratification at the next regular meeting of the board of directors.
- b. Special meetings may be called by the president and shall be called upon written request of not less than (5) members of the board of directors.
- c. Meetings of the ARNA Board of Directors may be sanctioned "restricted", as so determined by the board, and will not be open to the membership or the public.

Section 13. Quorum

A majority (fifty one percent (51%) of the ARNA Board of Directors, that includes the president or the vice president, shall constitute a quorum at any meeting of the board of directors.

**ARTICLE VI
Standing Committees**

Section 1. Definition

There shall be Standing Committees of the ARNA as follows: ARNA Convention, Bylaws, Continuing Education Approval, Health Policy, Nominations, and Workplace Advocacy.

Section 2. Committee Appointments and Composition

Each standing committee shall be composed of at least three members, one of which is the chair. The chair shall be appointed by the president and approved by the board of directors, except the committee on nominations, which shall be elected by the ARNA membership.

Section 3. Accountability

- a. Standing committees of bylaws and nominations shall be accountable to the ARNA HOD and shall report to the board of directors.
- b. Other standing committees shall be accountable to the board of directors and shall report to the HOD.
- c. All ARNA standing committees shall adhere to ARNA policy and procedures regarding committee activities and communications.

Section 4. Quorum

A majority of committee members and the chair shall constitute a quorum.

Section 5. Terms of Office

- a. Members of standing committees, except the committee on nominations, shall serve at least a one year term and shall serve until their successors are appointed
- b. Members of the committee on nominations shall be elected for a two year term and shall serve until their successors are elected. Members may serve no more than two consecutive terms.
- c. The committee on nominations shall have five members; two elected in even numbered years and three elected in odd numbered years.

Section 6. Responsibilities

- a. The ARNA Convention Committee shall:
 - 1) plan and coordinate all activities of the ARNA Convention in accordance with ARNA policy; and
 - 2) submit ARNA convention plans to the ARNA Board of Directors for approval.

- b. Committee on Bylaws shall:
 - 1) interpret and review the ARNA Bylaws, review the ARCMA Bylaws, and recommend corrections or amendments;
 - 2) draft the proposed text of all amendments to the bylaws and, upon approval by the board, submit them to the HOD; and
 - 3) forward an electronic copy of ARNA's amended Bylaws to the ANA Bylaws Committee for review.
 - 4) receive, review and report on proposed resolutions submitted for consideration by the HOD; and
 - 5) provide for hearings on proposed resolutions at the ARNA HOD.
- d. The Continuing Education Approval Committee shall:
 - 1) coordinate activities of the approval unit in collaboration with the CEO or ARNA President;
 - 2) attend the meetings of the CEAC committee;
 - 3) review existing criteria, policies, procedures, forms, and publicity materials for their compliance with current ANCC COA requirements; make revisions as necessary;
 - 4) periodically review fee structure for continuing education (CE) applications for appropriateness; make recommendations to ARNA Board of Directors;
 - 5) review applications for membership on the Continuing Education Review Panel (CERP) and select members who meet established criteria;
 - 6) participate in the ANCC COA accreditation application process and onsite visit; and
 - 7) assist CEAC chair in developing long range plans for the approval unit to ensure continued growth and viability.
- e. The Committee on Health Policy shall:
 - 1) recommend a health policy program to the board of directors;
 - 2) implement the health policy program adopted by the board of directors; and
 - 3) monitor trends and developments in legislative and governmental areas as they relate to local, state, or national health policy.
- f. The Committee on Nominations shall:
 - 1) request from DNAs and organizational affiliates the names of members qualified and willing to serve if elected; the committee may consider candidates suggested from other sources;
 - 2) prepare a list of qualified candidates for offices to be filled;
 - 3) assure that geographic and membership diversity is reflected on the ballot; and
 - 4) implement the policy and procedures for nominations and elections as established by the ARNA Board of Directors or as provided for in these bylaws.
- g. The Committee on Workplace Advocacy shall:
 - 1) coordinate ongoing operations of the ARNA Workplace Advocacy Program in collaboration with the CEO;
 - 2) plan, implement and evaluate the continuing education activities of the Workplace Advocacy Program; and

- 3) develop and submit a quarterly workplace advocacy newsletter to be published in the *ANN*.

Section 7. Vacancies

Vacancies on standing committees shall be filled according to the ARNA policy.

ARTICLE VII Councils

Section 1. Definition

Councils are organizational units through which members of ARNA may improve their professional practice and development within a specific clinical or functional area. Each council shall be accountable to the ARNA Board of Directors, shall report to the ARNA HOD, and shall act in accordance with the polices and bylaws of ARNA.

Section 2. Council Appointments

- a. Each ARNA council shall be composed of self selected members.
- b. Chairs of each council shall be elected by the council members.
- c. Members of each council must hold ARNA membership.

Section 3. Responsibilities

Each council shall:

- a. provide a forum for collaboration and interaction for professional growth;
- b. provide a forum for discussion of relevant issues and concerns;
- c. plan a program of continuing education;
- d. serve as a resource for consultation and expertise;
- e. promote adherence to standards of nursing practice and ANA's Code of Ethics for Nurses;
- f. maintain communication with other councils and units of ARNA, and with related professional and community groups on matters of mutual concern;
- g. stimulate research in its area of practice, provide forums for reporting and discussion of significant findings, and disseminate information to improve practice;
- h. contribute to the overall well being of ARNA; and.
- i. adhere to ARNA policies and procedures regarding council communications and activities.

Section 4. Executive Committee

Each council shall have an executive committee composed of at least three elected members, one of which is the chair.

- a. Executive committee members are elected for a two year term.
- b. No executive committee member may serve more than two consecutive terms or until their successors are elected.
- c. The executive committee of each council shall be responsible for

conducting business of the council.

Section 5. Quorum

Members present plus at least one (1) executive committee member shall constitute a quorum.

Section 6. Meetings

Meetings of the councils shall be held at least annually and at other times as determined by the executive committee members.

Section 7. Nominating Committee

- a. There shall be a nominating committee of each council.
- b. Nomination and election procedures shall be congruent with ARNA policy.

Section 8. Dissolution

A council may be dissolved by the ARNA Board of Directors according to established policy.

**ARTICLE VIII
Nominations and Elections**

Section 1. Nominations

- a. ARCMAs, committees and councils shall be requested to submit a name of qualified members reflecting geographical and membership diversity to serve in ARNA elective offices.
- b. ARNA members shall be eligible to serve in only one elected state office at any one time. This provision does not apply to ANA delegates.
- c. Any member qualified for an elective office may declare as a candidate by writing to the elected secretary by July 1 of each year; such name shall appear on the ballot.

Section 2. Elections

- a. Elections shall be by secret ballot using such methods as the board of directors determines to be appropriate and in compliance with the law, including but not limited to, mail ballots, on-site elections at ARNA's Annual HOD Meeting, or by ARNA's web site ballot.
- b. Ballots shall be sent to members at least 45 days prior to the HOD.
- c. ARNA full members in good standing are eligible for full voting privileges, pursuant to Article II, Sec. 2f-1.
- d. ARNA In-state only members in good standing are eligible to vote for ARCMA officers and ARCMA delegates to the ARNA HOD, pursuant to Article II, Sec. 2f-2.
- e. Members may vote for any write in candidate who is an ARNA member, qualified and has consented to serve.
- f. A plurality vote shall constitute an election. In case of a tie, the choice shall be by lot.

- g. Election ballots for ARNA officers, ARCMA delegates and alternates to the ARNA HOD, shall be distributed to full members pursuant to Article II, Sec. 2f-1
- h. Election ballots for DNA delegates and alternates to the ARNA HOD shall be distributed to in-state members, pursuant to Article II, Sec. 2f-2.
- i. Election ballots for ARNA delegates and alternates to the ANA HOD shall be distributed to full members only.
- j. The term of office begins at the adjournment of the ARNA Annual HOD Meeting.
- k. The ANA delegates and alternates to the ANA HOD shall serve a four year term or until a successor is elected.

ARTICLE IX

Affiliation with the American Nurses Association

Section 1. Membership

- a. ARNA is a constituent member association (CMA) of the ANA.
- b. The ARNA shall be bound by obligation to pay dues to ANA pursuant to ANA Bylaws and HOD policy, until such time as two-thirds of the entire ARNA membership votes to disaffiliate from the ANA. "ARNA membership," for these purposes, is defined as individual members of the ARNA who have ANA rights and privileges as a result of their "full membership" status. The vote may occur by mail or electronic ballot, with appropriate notice and procedures to protect the integrity and validity of the vote.
- c. ARNA shall pay dues to ANA in accordance with the policies adopted by the ANA HOD.
- d. The ARNA shall be represented by its president and CEO, or their designees, on the ANA Constituent Assembly.

ARTICLE X

Amendments

Section 1. Amendments With Notice

- a. Amendments proposed by the ARNA Committee on Bylaws for action by the house of delegates shall be first submitted to the CEO or designee, and then to the board of directors.
- b. The amendments shall be communicated to the membership before the HOD meeting.
- c. Bylaws may be amended with prior notice at the annual or a special meeting of the HOD by a two thirds approval vote of the delegates present and voting.

Section 2. Amendments Without Notice

Without notice bylaws may be amended without prior notice at the annual or special meeting of the HOD by a two thirds approval vote of the delegates present and voting.

ARTICLE XI
Parliamentary Authority

Robert's Rules of Order Newly Revised governs this association in all parliamentary situations that are not provided for in the law or in the charter, bylaws, or adopted rules of ARNA.

ARTICLE XII
Official Publication

The *Arkansas Nursing News* shall be the official publication of ARNA.