

Northwest Navy Nurse Corps Association

Constitution and Bylaws

Revised 2021

ARTICLE I *Name*

- A. The name of this organization shall be the Northwest Navy Nurse Corps Association, hereafter abbreviated as NWNCA.

ARTICLE II *Purpose*

- A. The purpose of NWNCA is to facilitate information sharing, socialization, and camaraderie amongst Navy Nurse Corps Officers both current and former.
- B. Chapter actions include the raising funds to support activities in our catchment area that sustain our Nurse Corps heritage, recognition of outstanding NROTC nursing students, and the annual selection of nursing scholarship recipients.

ARTICLE III *Membership and Dues*

- A. All members of NWNCA shall be active members of the Navy Nurse Corps Association (NNCA).
- B. NNCA members living in Alaska, Idaho, Montana, Oregon, and Washington are in the NWNCA catchment area and are encouraged to join and participate in the chapter activities.
- C. Membership in NWNCA shall be open to any Navy Nurse Corps Officer presently on active duty, in the reserves, retired, or who has ever received an honorable discharge from the US Navy.
- D. Annual membership dues for the Chapter will be established by the Board of Directors and will be payable annually by May 1.

ARTICLE IV *Meetings*

- A. Due to the large catchment area, meetings will be held in person as well as electronically when needed and possible.
- B. NWNCA general meetings shall be held at least twice a year.
- C. At all general meetings of the membership, a quorum shall consist of a simple majority of those present (physically or electronically) at the meeting.
- D. The NWNCA board members convene at least twice yearly. All NWNCA members may attend these meetings however shall not have voting privileges.

ARTICLE V *Chapter Board*

- A. The Chapter Board is composed of nine voting positions. Of those nine positions, four are Chapter Officers and include the President, Vice President, Secretary, and Treasurer. The five remaining Board positions are Newsletter Editor, ROTC Scholarship Chair, Nursing Scholarship Chair, Membership, and Hospitality/Sunshine Chair.
- B. All positions are to be filled by NWNCA Chapter members who have been nominated and elected into the role by the membership.
- C. At any time, should a member of the Board be unable to attend a meeting via in person or electronically, the person may opt to have a member at large from within the geographic area in attendance.
- D. General Powers: The Chapter Board shall have control and management of the affairs and assets of the chapter. The Board shall determine all Chapter policies; shall appoint committees required as necessary for Chapter management; and execute measures which in its judgement, shall be necessary to further the interest of the Chapter and achieve its objectives.
- E. The President may call a meeting of the Board whenever deemed expedient or necessary or upon the request of any other Board member without notification of the general membership. The Secretary shall contact all Board members providing notice of the meeting at least seven days before the scheduled meeting.
- F. Resignation: A Board member may resign at any time by giving notice to the President. Unless otherwise specified, the resignation shall take effect upon receipt. Acceptance of the resignation shall not be necessary to make it effective.
- G. Should a vacancy occur on the Board mid-term, the President has the power to appoint a Chapter member that has expressed interest until the completion of the three-year term.
- H. Should the President need or desire to resign, the Vice President will assume the duties and with Board counsel determine if a call is needed, or a replacement or election is required.

ARTICLE VI *Nominations and Elections*

- A. During the spring meeting the Board members' whose terms will be complete in the fall, will be identified. A call to the general chapter membership will be made to solicit volunteers for the upcoming vacant positions during the meeting and via the newsletter. Any Chapter member may run for the Board. Interested members may contact any board member notifying them of their wish to run for the role or their wish to nominate an interested member. If there are no potential candidates, a nominating committee composed of three members will convene. This committee will be appointed by the Chapter President.
- B. Each year, three board positions will be up for an election. See attachment 1 for specific roles and the years of term completion.

- C. Board members shall be elected by the Chapter members at the fall general meeting. A slate of nominees will be presented by the President, or his/her appointed Board member, and voting will ensue electronically as to capture those in attendance physically and remotely.
- D. All members are encouraged to support the Chapter by submitting their name for consideration as a Board or a committee member. Teamwork makes for a strong Board and Chapter.

ARTICLE VII *Duties of the Board Members*

A. President

- 1. Presides over the general Chapter and Board meetings.
- 2. Coordinates all Chapter activities and represents Chapter as needed.
- 3. Facilitates communication within and between chapter and other individuals/organizations.
- 4. Provides NWNCA input to NNCA as directed.
- 5. Sends annual and interim reports to the NNCA.
- 6. Updates the Chapter information on the NNCA web site. Access is granted by the Executive Director of NNCA.
- 7. Appoints interim Board members as necessary.
- 8. Selects a nominating committee when needed.
- 9. Oversees general elections.
- 10. Convenes three members to perform annual financial record review.
- 11. Calls for the review of Bylaws biannually.

B. Vice President

- 1. Presides over all meetings in the absence of the President.
- 2. Assumes all duties of the President should the President resign.
- 3. Coordinates Chapter meetings: selects speakers and/or programs and meeting venues.
- 4. Collaborates with the President regarding Chapter business.
- 5. Instructs the payment by the Treasurer on any honorariums or other expenses that may occur in relation to the Chapter meeting as appropriate.

C. Secretary

- 1. Keeps minutes of the Board meetings for the membership.
- 2. Takes minutes of the Chapter meetings.
- 3. Warehouses all previous meeting minutes.
- 4. Assists or conducts any 'official' correspondence as directed by the President on the Chapter's behalf.

D. Treasurer

- 1. Maintains the financial records for the Chapter activity.

2. Writes checks for the Chapter as appropriate; dispersing funds as needed to pay for chapter activities.
3. Sends appropriate paperwork to NNCA delineating renewals of National and Chapter dues, working congruently with the Membership Chair.
4. Handles any donations made to the Chapter.
5. Prepares a budgetary guideline for the Board on known expenses, dues intake, administrative expenses (stamps, mailing costs, etc.), and scholarship awards to ensure financial viability.
6. Reviews all transactions for accuracy. Reports annually to the IRS via appropriate tax forms.

E. Newsletter Editor

1. Publishes the newsletter twice per year in the month prior to the scheduled Chapter meeting.
2. Forwards newsletter to NNCA as requested.
3. Collates the President's Message, Chair Reports, and other items of interest in the newsletter.
4. Presents the information about the upcoming Chapter meeting, location, time and date for all members.
5. Reports on need for any elections and places the call for interest by members.
6. Facilitates communication between Board and the Membership as needed.

F. Scholarship Chair

1. Revises application yearly to reflect scholarship application due dates.
2. Maintains a current database of Commission of Collegiate Nursing Education (CCNE) and American Academy of Colleges of Nursing (AACN) BSN Nursing schools.
3. Contacts accredited schools of nursing within the Chapter's five state region for the awarding of nursing scholarships.
4. Communicates with Deans, Department Chairs, and Directors to identify individuals that may be deemed appropriate for scholarship awarding.
5. Forwards a copy of the current application to the NNCA Executive Director for inclusion onto the NNCA website.
6. Per the scholarship, places advertising in applicable schools as allowed and appropriate.
7. Forms a committee for review of applicants and submits the results of the committee work to the board for approval and obligation of funds.
8. Notifies scholarship recipients of their award and all applicants of the status of their application following the board decision.

G. NROTC Chair

1. With the consent of the NWNCA Board, establishes the criteria for the recipient of the NWNCA NROTC award.
2. Contacts the schools within NWNCA catchment area for the names of midshipmen that meet the established criteria.

3. Determines appropriate award for Board approval and selects gifts and/or acknowledgement of award/recognition by the Chapter.
4. Makes sure the award is given in person or sent to the unit for presentation at the appropriate awards or commissioning ceremony.

H. Membership Chair

1. Encourages membership in the Chapter.
2. Provides renewal forms to members of the chapter to renew their NNCA and Chapter dues. (These forms are usually sent from National to the Membership Chair during the annual spring renewal phase.)
3. Keeps a roster of Chapter members and collates this against data from NNCA as to when folks are due for renewal of either entity. (Access to the NNCA web site spreadsheet data is given by the Executive Director of NNCA).
4. Updates the Chapter roster annually ensuring Chapter and NNCA data tallies.
5. Works closely with other Board members to ensure funds and corresponding paperwork are accurate and submitted to NNCA in a timely manner.

I. Hospitality/Sunshine Chair

1. Receives updated list of Chapter members from the Membership Chair as applications come in or at the beginning of each membership year. (Year begins in May)
2. Sends appropriate cards to members on occasions of birthdays, deaths, etc.
3. Receives funds for the cards and stamps from the Treasurer per budgetary needs.

ARTICLE VIII Chapter Dissolution

- A. In the event Chapter interest or management becomes untenable, the Board shall contact the Executive Director for guidance.
- B. Should the guidance be to dissolve the Chapter, any remaining funds not otherwise obligated in that year will be forwarded to NNCA.

Approved by:

President Nadyne Krienke Date 23 AUG 22
 Secretary Jamie Hammer Date 23 Aug 22

Attachment 1

NWNNCA BOARD ROTATIONAL SCHEDULE

	PRESIDENT	VICE PRESIDENT	TREASURER	SECRETARY	ROTC CHAIR	SCHOLARSHIP CHAIR	MEMBERSHIP CHAIR	HOSPITALITY/SUNSHINE CHAIR	NEWSLETTER CHAIR
2021	X			X			X		
2022		X			X			X	
2023			X			X			X
2024	X			X			X		
2025		X			X			X	
2026			X			X			X
2027	X			X			X		
2028		X			X			X	
2029			X			X			X
2030	X			X			X		
2031		X			X			X	
2032			X			X			X