

 Region 4

2023 Bylaws

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MISSION STATEMENT

 In accordance with its philosophy and bylaws, Region 4 of the New Jersey State Nurses Association (NJSNA) comprised of registered professional nurses, advances the profession, delineates the practice of nursing through standard setting, education and research; formulates public policy and fosters excellence and quality of health delivery in the State of New Jersey.

NJSNA PHILOSOPHY

 The New Jersey State Nurses Association, a constituent member of the American Nurses Association (ANA), is organized for individual professional nurse members through its regions to participate in activities for the advancement of nurses and nursing while promoting the profession as an essential, independent and distinct social service.

 The Association asserts nurses’ constituted authority to carry out defined functions while controlling and expanding the domain of interest and the scope and practice of nursing. The Association fosters inclusion and representation of all registered nurses regardless of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion or sexual orientation. As an advocate for all nurses within the profession, the Association acknowledges self- governance, seeks economic and general welfare and promotes collegiality.

 This Association historically has characterized and identified itself with the improvement of the health of the society and continues to carry out a commitment and responsibility to ensure the continued growth of individually accountable nursing services by promoting ethical and optimal standards of nursing practice, education, administration, research and service through established Congresses and Committees.

 To forward professionalism and the power necessary to carry out nursing’s social contract, the Association reaches out to nurses through its structure, program and resources striving for one forum for the identification of the entire profession yet reflecting special interests of practice.

 The members, officers, and Board of Directors of the Association share the following common beliefs from which the Association’s actions and purposes emanate:

1. Nursing is an essential part of the society it serves.
2. Nursing is a professional practice discipline that includes the roles of care provider, educator and researcher.
3. Nursing is the diagnosis and treatment of human responses to actual or potential health problems.
4. Nursing is dynamic and responds to health needs of those served.
5. The membership is responsible for the enunciation and maintenance of high standards of nursing practice.
6. As an essential social service, the Association is concerned with the professional growth of its members and requires continuing education of its members so that the needs of people will be met in changing societal conditions.
7. The Association’s membership strives for nursing care of the public that is qualitative, accountable and autonomous.
8. The Association serves as the unified voice on nursing issues in New Jersey and cooperates with other health care organizations for the improvement to health standards.
9. The Association protects the profession of nursing and advances the economic and general welfare of nurses to make it possible for nurses to practice through participative decision-making.
10. The Association invites nurses to engage in socially significant work.
11. The Association invites nurses to participate in research that will be utilized to advance the practice of nursing and improve health care for all consumers.
12. The Association is committed to the development of nursing leaders by providing opportunities for participation at all levels within the organization.
13. The Association upholds standards responsive to the health needs of diverse populations.

**ARTICLE I NAME, PURPOSES, FUNCTIONS & AFFILIATIONS**

**Section 1. NAME**

New Jersey State Nurses Association Region 4, hereinafter referred to as Region 4. Region 4 is comprised of the New Jersey counties of Hunterdon, Mercer, Middlesex, Somerset, and Bucks

 County, PA.

**Section 2. PURPOSE**

a. The purposes of Region 4 are to:

1. Work for the improvement of health standards and the availability of health care services for all people.
2. Foster high standards of nursing.
3. Stimulate and promote the professional development of nurses.
4. Advance the professional and personal welfare of nursing and nurses.

b. These purposes are intended to include all registered nurses regardless of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion or sexual orientation.

Section 3. FUNCTIONS

The functions of Region 4 are to:

a. Analyze, predict, and influence the delivery of health care.

b. Advocate for the health care of the consumer.

c. Establish, publicize, and evaluate standards of nursing practice and policy.

d. Encourage and monitor adherence to the Code of Ethics as established by ANA.

e. Encourage evidence informed nursing practice.

f. Initiate, promote, and monitor legislation and educate nurses in regard to legislative action.

g. Represent and speak for nurses.

h. Promote the continuing professional development of nurses.

I. Promote and protect the economic and general welfare of nurses.

j. Provide for representation in ANA.

k. Promote relationships with the New Jersey Nursing Students Association.

Section 4. AFFILIATION

Region 4 is a constituent member of NJSNA.

**ARTICLE II MEMBERSHIP**

**Section 1. CATEGORY OF MEMBERSHIP**

Region 4 consists of members of this region as defined by Article III, section 2 of NJSNA Bylaws.

Section 2. QUALIFICATIONS

a. A member is one:

1. Who has been granted a license to practice as a registered professional nurse in at least one state, territory, possession or District of Columbia of the United States, or who has retired and/or no longer chooses to practice, but whose license was in good standing with his/her licensing board at the time the nurse made the decision not to maintain an active license; and who does not have a license under suspension or revocation in any state. Region 4 may include in its membership the impaired nurse, in recovery, who has surrendered a license to practice.
2. Who has completed a nursing education program which qualifies the applicant to take the State Examination for Registered Nurse Licensure as a first-time writer, and
3. Whose application for membership has been accepted in accordance with NJSNA policy, and
4. Whose dues are not delinquent, and
5. Whose membership is not under revocation for violation of the Code of Ethics, ANA, or NJSNA Bylaws.

**Section 3. RIGHTS OF MEMBERS**

 Region 4 members shall have the right to:

a. Attend Region 4 meetings.

b. Be a candidate for ANA, NJSNA, and Region 4 elected and appointed positions.

c. Participate in the election of delegates to the ANA Membership Assembly.

d. Attend the meetings of the ANA Membership Assembly, the convention and other unrestricted ANA activities.

e. Affiliate with ANA councils in accordance with provisions of the ANA Bylaws.

f. Attend NJSNA meetings.

g. Vote in NJSNA elections.

h. Receive all communications from Region 4.

**Section 4. OBLIGATIONS OF MEMBERS**

Region 4 members are obligated to:

a. Uphold the bylaws of ANA, NJSNA, and Region 4.

b. Abide by the ANA Code of Ethics for Nurses as adopted by the ANA Membership

Assembly.

**Section 5. DISCIPLINARY ACTION**

1. Members are subject to censure or expulsion by Region 4 for violation of the ANA Code of Ethics for Nurses or for violation of the bylaws of ANA, NJSNA, or Region 4.
2. All disciplinary action shall be in accordance with NJSNA bylaws Article 3 Section 6 Disciplinary Action.
3. The written disciplinary procedure is found in the NJSNA Bylaws and is available to all Region members.

**ARTICLE III REGIONS**

**Section 1. DEFINITION**

A Region is a geographic branch of NJSNA.

Section 2. BOUNDARIES

Region 4 shall be clearly defined and recorded by the NJSNA Board of Directors (NJSNA BOD).

Section 3. QUALIFICATIONS

Region 4, which hereinafter is organized under NJSNA, shall have and maintain bylaws upon approval by a majority vote of the NJSNA BOD.

Section 4. AREAS OF CONFORMITY

Region 4 in order to become and remain a Region of NJSNA will:

a. Adopt and maintain bylaws that:

1) Conform to the purposes as specified herein Article 1, Section 2.

2) Provide that all members hold concurrent membership in NJSNA and Region 4.

3) Provide for out-of- state members.

Section 5. DUTIES

It is the duty of Region 4 to:

a. Send the Secretary of NJSNA the names and addresses of all officers and committee chairpersons of the Region immediately following their election or appointment.

b. Adopt and maintain bylaws that are consistent with the NJSNA bylaws and keep NJSNA supplied with complete and current copies of same.

c. Submit prior to adopting any proposed amendments to its bylaws said amendments to NJSNA Bylaws Committee for review.

d. Report to NJSNA as may be required by the NJSNA BOD in order to comply with these bylaws.

Section 6. DISQUALIFICATION

a. If Region 4 fails to comply with the requirements of these bylaws, or for other cause deemed sufficient, it may be disqualified as a Region by a two- thirds vote of the NJSNA BOD, provided due notice has been given the Region at least three months before the vote is taken.

b. Disqualification of Region 4 will result in revocation of its charter and all rights and privileges pertaining thereto as such Region of this Association.

c. Region 4 will have the opportunity for a hearing with the NJSNA BOD within said three-month period.

Section 7. REINSTATEMENT

Region 4, if disqualified, may be reinstated by a two-thirds vote of the NJSNA BOD.

**ARTICLE IV REGION 4 BOARD OF DIRECTORS**

**Section 1. DEFINITIONS**

The Region 4 Board of Directors (Region 4 BOD) is composed of elected members and serves as the agent for the Region membership.

Section 2. FUNCTIONS

The business and affairs of Region 4 are managed by or under the direction of the Region 4 BOD and they have the following specific duties and responsibilities:

a. Develop, promulgate and implement a strategic plan for the Region.

b. Establish policies governing the affairs of the Region and devise and promote measures for the Region’s growth and development.

c. Ensure that the Region addresses ethical and human rights issues related to nursing practice, education, research and operation of the Region.

d. Exercise the corporate responsibility and fiscal duties of the Region consistent with applicable provisions of the law.

e. Appoint and define the authority and responsibilities of the President.

f. Adopt the budget.

g. Establish policies and procedures for the operation and maintenance of Region 4 activities.

h. Fill any vacancy on the Board of Directors for the Region, and any office except a vacancy occurring in the office of the President or President-Elect.

i. Approve the appointment of standing committees and ad-hoc committees asneeded.

j. Make all other appointments not otherwise provided for in these bylaws.

Section 3. OFFICERS AND BOARD OF DIRECTORS

a. The Region 4 officers are: President, President -Elect, Secretary, and Treasurer.

b. The President has a voice and a vote as a NJSNA Board of Directors member at meetings of the NJSNA. If the Region 4 President is unable to attend, an elected Region 4 officer will be designated to attend.

c. The Region 4 Board consists of the officers and Vice Presidents: Vice President for Communications, Vice President for Membership, Vice President for Education, Vice President for Nominations and Elections, Vice President for Policy and Practice, Immediate Past President, and Regional Members at Large.

d. The immediate Past President serves as a member of the Board of Directors for two years. The immediate Past President has the rights and privileges of a member of the Board.

Section 4. VACANCIES

The absence of a member from the Region 4 Board of Directors for greater than two consecutive meetings is referred to the Region 4 Executive Committee for review and action.

 Section 5. TERMS OF OFFICE

a.  Each Board Member serves for a term of two years. Each officewill assume their elected position in January following the election.

b. President-elect, and Treasurer are elected in the odd numbered years. The secretary is elected in even numbered years.

c. Vice-Presidentsfor Communications , VP of Policy and Practice, VP of Nominations

and Elections, and Members at Large for Middlesex and Mercer Counties are elected in

 the even number years.

d. VP for Membership ,VP for Education, and Members at Large

for Hunterdon and Somerset Counties are elected in odd numbered years.

e. No member of the Board of Directors elected by the general membership serves for more than eight (8) consecutive years on the Board of Directors. The office of President and Past President are not included in the eight-year period.

**Section 6. CONFLICT OF INTEREST**

a. No Member of the Region 4 BOD serves concurrently as an Officer or Director of another state nursing organization if such participation results in conflict of interest with NJSNA as determined by either NJSNA BOD or the Region 4 Board.

b. A member of the Region 4 BOD who will derive any profit or gain, directly or indirectly, by reason of membership on the Region 4 BOD, or for services to the Region, shall declare such interest to the Region and will refrain from participating in any decision on such matters. The individual’s abstention from vote and reason for it will be recorded.

c. No Region 4 officer may concurrently serve as an officer on another NJSNA Region Board.

Section 7. MEETINGS

a. Regular meetings of the Region 4 Board will be scheduled at such times and places as determined by action of the Region 4 Board.

b. Special meetings of the Region 4 BOD may be called by the President on at least three days’ notice to each member of the Board byemail or telephone and may be called by the President on like notice or upon written request of five or more members of the Region 4 BOD. Special meetings are held at the time and place as may be specified in the notice thereof.

Section 8. QUORUM

A majority of the Region 4 Board constitutes a quorum at a meeting of the Board.

**Section 9. EXECUTIVE COMMITTEE**

There is an Executive Committee of the Region 4 Board of Directors composed of the President, President-Elect, Secretary, and Treasurer of the Region. This committee has all powers of the Region 4 Board of Directors to transact business of an urgent nature between board meetings. All transactions of this committee are reported at the next regularly scheduled meeting of the Region 4 Board of Directors. A majority of the membership of this committee constitutes a quorum.

**ARTICLE V OFFICERS**

**Section 1. OFFICERS**

The Officers of the Region are:

a. President

b. President-Elect

c. Secretary

d. Treasurer

Section 2. TERMS OF OFFICE

a. The President serves a term of two years and may not serve consecutive terms except in the event a President-Elect fills a vacancy in the office of President.

b. The President-Elect is elected in odd numbered years and serve a term of two years that is followed automatically by a two-year term as President.

c. The Secretary is elected in even numbered years.

d. The Treasurer is elected in odd numbered years.

Section 3. VACANCIES

a. In the event of a vacancy occurring in the office of President, the President-Elect shall serve as President until a successor is elected.

b. Other vacancies and officers’ positions are filled by the Board of Directors.

**Section 4. DUTIES AND RESPONSIBILITIES**

a. The Officers of this Region perform the duties prescribed by these bylaws and such other duties as may be required by the Region or by its Board of Directors.

b. All Officers upon expiration of their respective terms of office forthwith surrender all property in their possession pertaining to their office to the elected incumbent under the supervision of the Region 4 President.

c. The absence of any member from the Region 4 BOD from two consecutive meetings

 without just cause shall be referred to the Executive Committee for review and action.

 Special hearings thereon will be held by the Executive Committee on request.

d. The **President** will:

1. Serve as Chairperson of the Region 4 BOD.
2. Appoint standing and special committees with the approval of the Board of Directors.
3. Serve as ex-officio member of all committees.
4. Preside at all Region 4 meetings and conduct them by a formal order of business.
5. Perform all other duties of the office.
6. Notify all Officers, Directors and Committees of their election or appointment

e. The **President-Elect** will:

 1) Assume duties of the President in the President’s absence.

2) Assume such duties as assigned to them by the President or the Board of Directors.

3) Plan the annual business meeting.

f. The **Secretary** will:

1) Keep the minutes of all meetings of the Region

2) Preserve all papers, letters, and transactions of the Region.

3) Submit required documents to NJSNA headquarters as directed by the President.

g. The **Treasurer** will:

1. Receive and have charge of all funds of the Region, deposit such funds in a bank designated by the Region 4 BOD and disburse as authorized by the President.
2. Report the financial standing of the Region to the Region 4 BOD whenever requested to do so and make a full report to the Board at each annual meeting.
3. Have all books of accounts reviewed at least annually and when a change of Treasurer occurs.
4. Maintain Tax ID and facilitate tax filing for Region 4 account(s).
5. Maintain all financial records for the Region.

h. The **Vice President for Communications** will

1. Attend Region 4 Board meetings.
2. Prepare summary of Region activities for the *New Jersey Nurse* Region News column in collaboration with the President.
3. Prepare and distribute press releases related to Region activity.
4. Maintain ongoing communications as directed by the President and the Board of Directors.
5. Submit a report to the Region at each annual meeting.
6. Maintain NJSNA Region 4 presence on social media.
7. Maintain the “ Notes on Nursing” Region 4 Newsletter.

i. The **Vice President for Membership** will:

1. Attend Region 4 Board meetings.
2. Maintain and report all records of the Region membership.
3. Develop a strategic plan to promote and sustain Region 4 membership.
4. Participate in NJSNA Membership Committee meetings.
5. Collaborate with Members-at-Large to contact schools of nursing, and nursing agencies within the respective County to facilitate communications and meetings.

j. The **Vice President for Education** will:

1. Attend Region 4 Board meetings.
2. Serve as chair of Scholarship Committee
3. Serve as chair of Program Committee
4. Serve as Primary Nurse Planner and coordinate all Continuing Education Credit (Contact Hour)
5. Hold at least a BSN or higher.

k. The **Vice President for Nominations and Elections** will:

1. Attend Region 4 Board meetings.
2. Solicit candidates for Officers and Board member positions.
3. Prepare the Region (election) Ballot.
4. Maintain a record of received election results from NJSNA.

l. The **Vice President for Policy and Practice** will:

1. Attend Region 4 Board meetings.
2. Monitor trends in health care delivery and assess impact on the nursing work force and existing resources.
3. Evaluate proposed federal and state legislation and regulations that may have an impact on nursing policy, practice, education and research.
4. Advise the Region 4 BOD on legislative and regulatory matters.
5. Serve as a member of the NJSNA Congress on Policy and Practice Committee.

m. The **Member at Large** will:

1. Attend Region 4 board meetings.
2. Periodically prepare a brief informational report from respective Region and submit to the Board meetings and VP of Communications.
3. Collaborate with VP for Membership to contact schools of nursing, and nursing agencies within the respective County to facilitate communications and meetings.

**ARTICLE VI. REGION 4 MEETINGS**

**Section 1. ANNUAL MEETING**

a. There is an annual meeting of the Region.

b. Notices of the annual meeting shall be sent to membership at least 30 days before the annual meeting.

c. Quorum: Five members of the Board of Directors and one percent of the membership rolls, as of the first (1st ) day of the month prior to the annual meeting constitutes a quorum.

d. The Region 4 annual meeting may be held by means other than a face-to-face

 meeting, including electronic means. Such means must allow participants the

 opportunity to read or hear the proceedings substantially concurrently with their

 occurrence, vote on matters submitted to the members, pose questions, and make

 comments.

Section 2. SPECIAL MEETING

a. Special meetings may be called by the Region 4 BOD and is called by the President upon written request. No business other than that specified in the call thereto, is considered at any special meeting.

Section 3. VOTING

a. Each member who is present in person or by virtual attendance as planned and in good standing is entitled to one vote.

**ARTICLE VII NOMINATIONS AND ELECTIONS**

Section 1. ELECTIONS

a. Elections for Region 4 will occur annually, and the ballot will be distributed electronically as part of the annual NJSNA voting process.

b. Voting is not limited to nominees on the ballot. Voters may write in the names of other eligible candidates on the official ballot.

c. Results will be reported to the President and the Vice President for Nominations and Elections for review and distribution to Region 4 members.

d. A plurality vote constitutes an election. In case of a tie, the choice shall be determined by lot.

e. Terms of office are consistent with the operating year.

f. Region 4 has no obligation to maintain ballots and other records of elections.

**Section 2. ELECTION POLICIES AND PROCEDURES**

Nominations and election policies and procedures are determined by the Board and are consistent with NJSNA Bylaws.

**ARTICLE VIII COMMITTEES**

**Section 1. BYLAWS COMMITTEE**

a. Is a committee formed to review Region 4 Bylaws on an annual basis.

b. The committee is comprised of three members of the Board appointed by the Region 4 President.

c. The committee reviews and revises proposed amendments and submit the committee's recommendations to the NJSNA Bylaws Committee for review and then to the membership for approval.

**Section 2. FINANCE COMMITTEE**

a. Consists of the Treasurer of Region 4 who serves as Chairperson and two other members consisting of:

 1) Current President,

 2) President-Elect

b. Prepares an annual budget, advises as to expenditures and investments of funds and reports the same to the Region 4 BOD at each meeting.

**Section 3. ANNUAL MEETING COMMITTEE**

a. President- Elect serves as Chairperson

**ARTICLE IX REGION 4 BYLAWS**

**Section 1. AMENDMENTS WITH NOTICE**

All proposed amendments are referred to the Region 4 Bylaws Committee for review by the committee, approval by the Region 4 BOD and then voting by the membership.

**Section 2. AMENDMENTS WITHOUT NOTICE**

These bylaws may be amended at any annual meeting by a vote of seventy-five 75% of the members present. Members in good standing are entitled to vote without previous notice provided the proposed amendment(s) has (have) been referred to the NJSNA Bylaws and Region 4 Bylaws committees for study and recommendation.

ARTICLE X FISCAL YEAR

The fiscal year of this Region shall run from June 1 to May 31.

**ARTICLE XI PARLIAMENTARY AUTHORITY**

The rules contained in *Robert Rules of Order - Newly Revised*, shall govern meetings of this Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

11/21/20 Review and approval by Region 4 membership at 2020 Annual Meeting.

9.25.21 Reviewed by Region 4 Bylaws Committee ( BK,MCG, KM)

10.4.21 Approved by NJSNA Bylaws Committee

10.9.2022 Reviewed by Region 4 Bylaws Committee (BK,MCG,KM)

10.24.22 Approved by NJSNA Bylaws Committee

11.10.22 Reviewed and approved by Region 4 membership at 2022 Annual Meeting.

10/24/23 Approved NJSNA Bylaws Committee

11/11/23 approved by Region 4 Annual Meeting attendees (11/4/23)