

MISSISSIPPI VALLEY CHAPTER of
THE SOCIETY OF UROLOGIC NURSES AND ASSOCIATES
BYLAWS

Article I
Name

The name of this professional organization is the Mississippi Valley Chapter, Society of Urologic Nurses and Associates (SUNA), a non-profit mutual benefit organization.

Article II
Purposes

The purposes of the Association are:

1. To unite urologic nurses and allied health professionals for the purpose of maintaining a Chapter dedicated to the promotion of the highest professional standards for the better and safer care of the urological patient.
2. To study, discuss, and exchange information, experiences, and ideas in the field of urology, and to engender a high quality of urologic education for urologic nurses and allied health professionals.
3. To hold meetings at intervals for the advancement of the purposes of this Chapter.
4. To cooperate lawfully with other professional associations, hospitals, universities, industries, technical societies, research organizations and government agencies in matters affecting the foregoing purposes of this Chapter.

Article III
Membership And Dues

Section 1. Membership in this Chapter is a privilege and is contingent on compliance with requirements as specified in these bylaws. (Which are based on SUNA Bylaws.)

Section 2. Categories of membership in this Chapter are active, sustaining, senior, and honorary.

- A. Active Members.
Any health care professional who has completed an approved course of instruction or its equivalent or who has special skills or knowledge related to urology, and is actively engaged in the field of urology is eligible for active membership.
- B. Sustaining Members. Physicians, industry representatives, and those others who wish to support SUNA are eligible for sustaining membership.
- C. Senior Members. Upon request of members who have reached age 62, any active SUNA member in good standing for five years may request senior membership. Upon renewal of their membership, senior classification must be requested and proof of age submitted. Dues shall be assessed at 50 percent of the current membership dues.
- D. Honorary Members. Persons who have rendered distinguished or valuable service to SUNA as designated by the Board of Directors may be awarded honorary membership.

Section 3. Representation.

- A. Active members shall be eligible to hold office, serve on elected or appointed committees, and vote.
- B. Sustaining members shall have all the rights and privileges of active members except those of holding office, chairing a committee, and voting.
- C. Senior members shall have all the rights and privileges of active members.
- D. Honorary members shall have the same rights and privileges of their previously held membership status.

Section 4. Ethical Standards.

- A. By a two-thirds ballot vote, the Board of Directors may censure or expel a member for cause, provided the member has been afforded the opportunity to defend himself/herself at a hearing before the Board of Directors.
- B. A member suspended or expelled may be reinstated by a majority vote of the Board of Directors, making application as new member, and paying current dues and assessments.
- C. By a two-thirds ballot vote, the Board of Directors may censure or expel an officer for violating the bylaws of this Chapter, misconduct or neglect of duty in office, or behavior injurious to this Chapter. No actions shall be taken until the individual has been advised of specific charges, given a reasonable time to prepare a response and been afforded the opportunity of a hearing before the Board of Directors.
- D. Officers expelled from their respective positions shall be ineligible to serve on the Board of Directors at any future time.

Section 5. Dues.

This Chapter does not have any local dues.

Article IV
Meetings and Quorum

Section 1. The number of meetings per year, the months in which they are held, and the time and place shall be determined by mutual agreement of the Board of Directors.

Section 2. Notices of this chapter's meetings shall be sent to the membership at least ten (10) days prior to the meeting.

Section 3. The voting body is the membership present at a meeting. Members present at a meeting shall constitute a quorum.

Section 4. Special Meetings.

A. Special meeting of this Chapter may be called by the President, upon request of a majority of the Board of Directors, or upon request of a majority of the membership.

B. In the event of a call for a special meeting, all members shall be notified at least five (5) days prior to the meeting.

- 1. The call shall state the purpose of the meeting, the time, and the place where the meeting will be held.
- 2. No business other than that stated in the call shall be transacted at a special meeting.

Article V
Officers

Section 1. All officers shall be elected or appointed as described in these bylaws.

Section 2. Eligibility for office shall be dependent upon:

- A. Active membership in the Chapter for one (1) year preceding nomination.

Section 3. Terms of Office

- A. The President shall serve a term of one year beginning September 1 unless by vote of the membership and agreement of the President-elect; the President and President-elect may serve two consecutive terms.

- B. The President-Elect shall serve as President-Elect for one year, then automatically become President for a term of one year.
- C. The Secretary is elected every other year, on the odd-numbered years, for a two (2) year term. The Treasurer is elected every other year, on the even-numbered years, for a two (2) year term.
- D. The term of office shall begin at the adjournment of the meeting at which they have been elected.

Section 4. Duties and Responsibilities

- A. The President shall:
 - 1. Be responsible to the Board of Directors and be responsible for approval of the activities of the chapter.
 - 2. Preside at all Chapter meetings and all meetings of the Board of Directors.
 - 3. Represent the Chapter at meetings of other organizations or designate an alternate to serve in the President's place.
 - 4. Appoint committee chairmen and special committees.
 - 5. Be a member, ex-officio, of all committees except the committee on nomination.
 - 6. Terminate committee appointments when committees are non-functioning or when a special committee project has been completed.
 - 7. Is able to co-sign checks in absence of treasurer
 - 8. Communicate regularly with Regional Director.
 - 9. Submit annual Chapter Review Form (CRF) to SUNA National.
 - 10. Presides with President-elect over chapter website
- B. The President-Elect shall:
 - 1. Have all the duties and responsibilities of a member of the Board of Directors.
 - 2. Serve as a member, ex-officio, without a vote on special committees.
 - 3. Act as representative of the President in any delegated capacity.
 - 4. Perform the duties of the President in the absence of/or in incapacity of the President.
 - 5. Perform such other duties as may be delegated by President.
 - 6. Assist the President and Board of Directors in defining programs/goals for the following year.
 - 7. Serve as chairperson of the By-laws Committee.
 - 8. Presides with President over chapter website
- C. The Secretary shall:
 - 1. Record the minutes of all meetings of the Chapter and the Board of Directors and provide copies to the Chapter President.
 - 2. Distribute minutes to the Board of Directors and others as directed by the President.
 - 3. Preserve correspondence, reports, and records in a permanent file.
 - 4. Send notices of meetings to membership.
 - 5. Maintain a current membership roster.
- D. The Treasurer shall:
 - 1. Be in charge of all funds of this Chapter.
 - 2. Prepares and signs checks after receipt of a completed expense report that has been reviewed and co-signed by another chapter officer.
 - 3. Keep a record of all receipts and disbursements.
 - 4. Together with the President approves vouchers and invoices for payment.
 - 5. Provides a written report at all Board of Director and membership meetings.
 - 6. Prepares an annual statement for the Board of Directors review.

Section 5. Upon retiring from the office, all officers of this Chapter shall deliver all records or other property of the chapter to their successors within one month of retirement.

Section 6. Vacancies that occur in any elective office of this Chapter, due to the inability or ineligibility of the incumbent to perform the duties of the office, or the incumbent's removal from office, shall be filled in the following manner:

- A. The President: The President-Elect shall immediately assume the office of President.
- B. The Board of Directors shall fill all other vacancies.
- C. Any member filling a vacancy for any period of time over one (1) year shall be deemed to have served one term.

Article VI
Board of Directors

Section 1. The governing body of this Chapter shall be the Board of Directors, which shall consist of the officers who shall be elected by the membership.

Section 2. Eligibility for election to the Board of Directors of this Chapter shall be active membership in this chapter for one (1) year preceding nomination.

- A. The term of office shall begin at the adjournment of the meeting at which they have been elected.
- B. No member of the Board of Directors shall serve more than two (2) consecutive terms in the same office.
- C. Board of Directors consists of President, President-elect, Secretary, Treasurer and Immediate Past President. These positions have full voting rights.
- D. Member at Large shall consist of one representative per each State within the geographic confines of the Mississippi Valley Chapter, nominated prior to and elected at the Chapter general election. The Members at Large shall be invited to participate in Chapter Board meetings, but without voting privileges of an elected officer of the Chapter. The Member at Large shall act as a liaison to his/her respective geographic region in order to unify and implement the purposes and goals of the Chapter.

Section 3. Duties and Responsibilities

The Board of Directors shall:

- A. Direct the business and financial affairs of this Chapter.
- B. Establish administrative policies.
- C. Foster growth and development of this Chapter.
- D. Review committee reports and determine action to be taken.
- E. Fill all vacancies on the Board of Directors with the exception of the office of President.

Section 4. Board Meeting and Quorum

- A. The President or a majority of the Board of Directors may call special meetings at any time.
- B. A minimum of two (2) business meetings shall be held during the year.
- C. A majority of the Board of Directors present shall constitute a quorum for transacting business.

Article VII
Committees

Section 1. The standing committees of this Society shall be:

- A. Bylaws
- B. Membership
- C. Programs
- D. Historian

- E. Social/ community service
- F. Nominating

Section 2. The chairperson of a standing committee shall be appointed annually by the President with the approval of the Board of Directors. The committee shall consist of a chairperson who is an active member and at least two (2) other members. A majority of the members present shall constitute a quorum.

- A. Bylaws committee shall:
 - 1. Review the bylaws and submit recommendations for amendments to the Board of Directors.
 - 2. Prepare and submit to the Board of Directors amendments, which are considered to be advisable to facilitate the activities of this Chapter.
 - 3. Present the proposed amendments to the membership, either by email, mail or at a regular meeting, at least thirty (30) days prior to the voting.
- B. The Membership committee shall:
 - 1. Promote growth and development of the membership of this Chapter.
 - 2. Keep a record of the attendance at all meetings.
- C. The Program Committee shall:
 - 1. Plan and present programs of varied scope to hold the interest and meet the needs of the membership.
 - 2. Make arrangements for the necessary facilities for presenting the program.
 - 3. Submit at least one (1) program per year for approval by the SUNA Education Committee Chairperson for contact hours of continuing education credit.
- D. The Historian (not an elected or voting office) shall:
 - 1. Attend each Chapter meeting.
 - 2. Collect facts about the Mississippi Valley Chapter's history.
 - 3. Maintain a file of the minutes of the Chapter's meetings.
 - 4. Maintain and preserve the awards/certificates awarded to the Chapter
 - 5. Make awards accessible to members at each Chapter meeting
 - 6. Takes photographs to document chapter activities
- E. Social/community service: shall plan community service event for chapter approval and other items as directed.
- F. The Nominating Committee consists of three members: the Immediate Past-President, who shall serve as chairperson, and two other active SUNA members selected by the chairperson with the approval of the Board of Directors. The Nominating Committee shall prepare and submit a slate of candidates for each office to be filled in the annual election.

Section 3. Special Committees: special committees are appointed by the President for a special activity.

- A. The chairperson of special committees shall be appointed by the President with the approval of the Board of Directors. These committees shall consist of a chairperson and at least two (2) other members. A majority of the members present shall constitute a quorum.
- B. When the project has been completed, a report is filed by the chairperson and the committee is automatically dissolved.

Section 4. Each committee chairperson shall submit a written report annually prior to elections.

Section 5. All committees shall function under the direction of the Board of Directors.

Article VIII
Elections

Section 1. Time of Elections The election of officers, Board of Directors and for the Committee on Nominations shall be held at the annual fall business meeting.

Section 2. Nominations

- A. All nominees must have agreed to serve if elected before their names are placed on the ballot.
- B. Opportunity shall be given to the membership to write in a nominee on the ballot.
- C. A list of the nominees shall be presented to the membership at least thirty (30) days prior to the date of election.

Section 3. Elections

Elections will be held annually by mail or email, prior to the Annual Fall Meeting. A list of nominees shall be presented to the membership at least thirty (30) days prior to the date of the election. Space shall be allotted on each ballot for write-in candidates. Each ballot must be returned to the chairperson of the Nominating Committee in the return envelope provided by the established closing date selected by the Nominating Committee Chairperson. After waiting five days to allow for all ballots postmarked on or before the closing date, the chairperson will count the ballots along with his/her committee. The plurality of those voting will decide the election. In the case of a tie, the Board of Directors shall determine the winner by written secret ballot. The chairperson will then officially certify the results and notify the appropriate persons of the results by mail or email.

Should there be only one nominee per open office, the Board of directors may elect to send an email to all chapter members soliciting other nominations for the ballot. If no other nominations are received, the board may then elect to hold the election at the fall meeting. Members present at the meeting shall constitute a quorum.

Section 4. Results

Election results will be announced at the Fall Meeting of the membership and placed on the Chapter website.

Article IX
Fiscal Year

The fiscal year of this Chapter shall be September 1st to August 31st.

ARTICLE X
Headquarters

Section 1. Administrative SUNA office is located at East Holly Avenue, Box 56, Pittman, New Jersey 08071-0056

Section 2. The mailing address of this Chapter shall be the President of the Chapter (to be determined by the Board).

Article XI
Parliamentary Authority

The parliamentary writing of Robert's Rules of Order govern SUNA in all cases not covered by the Bylaws.

ARTICLE XII
Dissolution

Upon the dissolution of this Chapter, whether voluntary or involuntary, the assets of the organization, after all debts have been satisfied, shall be distributed, transferred, conveyed, delivered and paid over the National SUNA organization.

ARTICLE XIII
Amendments

Section 1. Amendments to these bylaws may be made at any regular meeting by a majority vote of the members present, provided:

- A. The proposed amendments have been presented at a previous meeting, OR
- B. The proposed amendments have been presented by mail at least thirty (30) days prior to the meeting.

Section 2. After amendments to these bylaws have been approved by the membership, one (1) copy shall be sent to the Executive Secretary, SUNA, for evaluation by the Bylaws Committee.

Submitted: 8-10-88

Revised: 09-1993, 01-2000, 12-2000, 04-2005, 02-2010, 09-2011