

By Laws of the Homeopathic Nurses Association

Article 1 Name and Purpose

Section 1: The name of the organization shall be the Homeopathic Nurses Association (HNA).

Section 2: Purpose-the HNA is a non-profit 501(c)(3) organization with homeopathic healthcare promotion as one of its purposes. The HNA was formed to act as a support and professional organization for nurses at all levels of training and certification worldwide, who are studying homeopathy and/or using homeopathy in their client's healthcare and health education work. HNA educates the nursing profession, other healthcare practitioners and consumers to the benefits of homeopathic healthcare. HNA develops, implements, and evaluates standards of education, practice, and research for the homeopathic community and the larger world community. HNA accepts and solicits donations and conducts fundraising activities.

Section 3: The address of HNA shall be c/o Sue Boyle R.N. 9630 Ash Crest Loop NE # 44 Poulsbo, WA 98370 until such time that HNA membership and funds increase to the point of needing an office and staff. If this address is no longer accessible to use by HNA, the board will vote to amend section 3 after a new address is selected.

Article 2 Membership

Section 1: Membership will include the following categories: Full member and Affiliate member. Full member will consist of all levels of nurses, ie. AD, BSN, MSN, DNP, PhD, and nursing student at any of these levels. Affiliate member includes individuals interested in supporting homeopathy and HNA's mission.

Section 2: In order to conduct business, members vote on organizational activities such as new board members and updating the Bylaws. Voting privileges are limited to one vote by a full member. Affiliate membership does not include a vote.

Section 3: No discrimination. HNA is open to membership without regard to age, color, creed, disability, gender, nationality, race, sexual orientation or political affiliations.

Section 4: Dues for various categories shall be established by the Board of Directors. Dues are subject to change based on a vote by a quorum of the HNA officers. Dues are to be paid annually or biannually on the anniversary of the initial month of joining.

Section 5: Termination: Membership in the HNA shall be terminated at the sole discretion of the board.

Section 6: Life Member: One who was elected by unanimous vote by the board of directors in recognition of having given outstanding service and support to homeopathy and who has contributed to achieving the objectives of HNA.

Article 3 Meetings of Members

Section 1: Annual Meeting. The date, time, and place of the regular annual meeting shall be set by the officers. This meeting may take place by conference call or in person at a place designated by the officers. No quorum of the membership will be necessary for business to take place at the annual meeting. The president will appoint a board member to take minutes during board meetings.

Section 2: Periodic monthly meetings will take place contingent upon Board of Directors discretion. These can take place in person or by conference call. Meetings may be changed or canceled at the discretion of the Board or President.

Section 3: Notice of each meeting shall be given to each member, by e-mail, mail or phone call, not less than ten days before the meeting.

Article 4 Officers

Section 1: Officers, Guidelines and Terms. There shall be a President, Vice-President, Treasurer, Membership Secretary, and Newsletter Secretary. The officers are responsible for overall policy, by-law revision, and direction of HNA. The officers receive no compensation other than reasonable expenses.

Newly elected officers shall assume office upon January 1 of the year following the election. Their term shall last until December 31 of the following year. All officers shall serve one two-year term but are eligible for re-election.

Section 2: The officers shall meet at least 2 times a year, at an agreed upon time by telephonic or electronic method. A meeting in person once a year will be considered, if possible. A quorum consists of a majority of board officers. Quarterly Board meetings shall be conducted using the current "Roberts Rules of Order". The president will appoint a board officer to take minutes during board meetings.

Section 3: Description of Officer Service.

Duties of the President: The President provides leadership based on the association's mission and goals, represents the organization for the membership and to the public, and is the spokesperson on policy matters. The President presides at over the annual member meeting, board meetings, and Executive Committee meetings, and serves as ex-officio member of all standing committees. The President will oversee preparation and maintenance of minutes of Board of Directors meetings and signs all official documents. The President shall be an officer of the Board of Directors and, upon completion of the term as President, may serve as Past President for a period of one (1) term, or longer as the board deems necessary.

Duties of the Vice President: The Vice President shall assume the duties of the President in the President's absence or at the discretion of the President; maintain the HNA website, and in collaboration, establish, appoint, and oversee committees for special purposes. Vice President shall oversee member communication. Activities shall include keeping in touch with new members, contacting members periodically, maintaining member mentor program, and member only social media platforms.

Duties of the Treasurer: The Treasurer shall be responsible for and assure that the financial records are maintained. The Treasurer will accept dues and donations, pay out expenses of the HNA, keep a checking account for HNA, develop and submit an annual budget for the officers' consideration, The Treasurer shall report to the board at every board meeting the balance in the treasury, as well as expenditures incurred if requested.

Duties of the Newsletter Secretary: The Newsletter Secretary is responsible for overall production of the quarterly newsletters. This shall include gathering content such as articles and notices, organizing overall design of content, managing editing of newsletter, and sending newsletter to members.

Duties of the Membership Secretary: The Membership Secretary shall process membership applications and membership renewals. All monies shall be delivered to the Treasurer. The Membership Secretary will also be responsible for membership recruitment with support from other Board Members. The Membership Secretary will also notify members when renewal fees are due, maintain all membership records, and keep the Board Officers up-to-date on new members, renewed members, and non-renewed members at least monthly. The Membership Secretary will also conduct elections for new board officers.

Duties of the Past President: The Past President shall continue to inform and interact with elected officers, for one more year after their President term. The Past President shall have full voting rights.

Section 4: Resignation, Termination, and Absences. Resignations must be in writing and received by the President. An officer shall be dropped for excess absences from meetings. An officer may be removed for other reasons by a majority vote of the board of directors. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by a majority vote of the officers for the unexpired portion of the term. The officer so selected shall hold office until his or her successor is chosen.

Article 5 Election Procedures

Section 1: In even-numbered years during the first week of August, the Membership Secretary shall initiate a call for members to submit nominations for members to run for Board positions that will serve for the following two years. Members at large and current

board officers may self-nominate. These nominations will be due by the last week of August.

Section 2: Once nominations are received, the President or Vice President shall designate the membership secretary or other board officer, to request a position statement of a designated length and format, from each prospective candidate.

Section 3: A non-board member shall be recruited to send out the ballot to all voting members by the end of September, or in a timely manner.

Section 4: The non-board member receiving the ballots shall, with the assistance of another responsible adult, tally the ballots and declare as officers, those candidates receiving the most votes.

Section 5: In case of a tie, the Board of Directors will decide by majority vote.

Section 6: The Membership Secretary shall then announce the newly elected Board of Directors to the membership during the October meeting.

Article 6 Committees

Section 1: The officers may create committees as needed.

Article 7 Amendment of Bylaws

Section 1: These bylaws shall become effective immediately following approval of the majority of voting members in attendance, both physical and/or electronic. Previous bylaws as well as all previous resolutions, rules and regulations, which are in conflict, are hereby repealed.

Section 2: These bylaws may be amended in whole or part by a paper or electronic vote of the voting membership, requiring a simple majority of those voting. Results of vote regarding changes to the bylaws are announced to the membership either electronically or through membership publications.

Section 3: Proposed amendments may be submitted in writing by HNA members to the Vice President, who submits the proposal to the board members for review and recommendation.

Section 4: The Vice President maintains an official copy of the bylaws.

Article 8 General Provisions

Section 1: Fiscal Year. The fiscal year of the Corporation shall begin on the first day of January and end on the thirty- first day of December in each year.

Section 2: The rules contained in the then current edition of Robert's Rules of Order Revised shall govern the procedures for all decisions and meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order which the HNA may adopt.

Section 3: This corporation is not organized nor shall it be operated for pecuniary gain or profit, and it does not contemplate the distribution of gains, profits, or dividends to its members. The property, assets, posits and net income of this corporation is irrevocably dedicated to nonprofit purposes, and no part of the profits or net income of this corporation ever shall inure to the benefit of any private entity or individual in furtherance its exempt purposes. On the dissolution of this corporation, any remaining assets after payment of, or provision for payment of, debts and liabilities shall be distributed to a nonprofit organization that has established its tax-exempt status under section 501(c)(3) of the Internal Revenue code.

Article 9 Advisors

Section 1: Advisors. Officers may at their discretion appoint Advisors. Advisors are supportive individuals who HNA may consult for their expertise. Their name, title and organization may be included on the letterhead of HNA. Advisors do not have any powers with respect to the governance of HNA. Advisors are appointed for an indefinite term and may be referred to collectively as the Advisory Board.

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