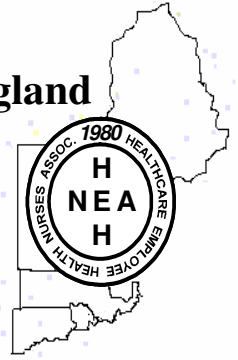


**BYLAWS of the  
Healthcare Employee Health Nurses Association of New England  
HEHNA**



**MISSION STATEMENT**

It is the mission of the Healthcare Employee Health Nurses Association to foster mutual support and professional growth by sharing knowledge, resources, and educational opportunities among members.

**ARTICLE I**

**NAME**

This organization shall be known as the Healthcare Employee Health Nurses Association of New England (HEHNA).

**ARTICLE II**

**OBJECTIVES**

**Section I**

To encourage interest and membership in professional organizations for Employee/ Occupational Health Nurses.

**Section II**

To aid compliance with the guidelines and regulations of the Occupational Safety and Health Administration, State Departments of Health, the Center for Disease Control and Prevention, the Advisory Committee on Immunization Practices, and Departments of Labor.

**Section III**

To help members participate in formulating Infection Control Committee and Safety/ Environment of Care Committee recommendations and policies in their facilities.

**Section IV**

To support and assist members working with Workers' Compensation and Temporary Alternative Transitional Duty Programs.

**ARTICLE III**

**MEMBERSHIP**

**Section I**

Members shall be Employee/ Occupational Health Nurses from HealthCare Facilities throughout New England. Anyone who shares an interest in Employee/ Occupational Health, whether or not currently working in that field, is also welcome to join.

## Section II

Active membership consists of members who have paid their dues and confers all the rights and privileges of this association.

## Section III

Honorary membership shall:

- a. be conferred at the annual meeting to:
  1. those who have been members for ten consecutive years and are changing fields of nursing
  2. those who are active members at the time of their retirement.
- b. consist of all privileges with the exception of voting and holding elected office.

## Section IV

Persons desiring active membership shall complete an application form, provided by this Association, and return it with membership dues to the Treasurer.

## Section V

A member who wishes to withdraw from the Association shall contact the President.

## **ARTICLE IV**

## **DUES**

### Section I

Membership dues shall be fifty dollars (\$50.00) per year, payable by May.

### Section II

Any member joining in March or April, on payment of one year's dues, will not have annual dues payable until May the following year.

### Section III

Members failing to pay dues by August 1 will be notified at that time by the Treasurer that they shall forfeit the rights of membership and their names will be removed from the membership list, if dues are not received before September 1.

### Section IV

Members who have resigned or been removed for nonpayment of dues may be reinstated with payment of fifty dollars (\$50.00).

### Section V

The Association, at the discretion of the Officers, reserves the right to charge each attendee for educational programs offering CEU's or Credit/ Contact Hours.

## **ARTICLE V**

## **ELECTION of OFFICERS and TERMS OF OFFICE**

### **Section I**

The officers shall be President, Vice President, Treasurer and two Directors.

### **Section II**

Each officer shall serve a two-year term.

- a. The election year of the President and Vice President shall alternate with the election year of the Treasurer and Director, to provide continuity.
- b. The outgoing President shall become a Director. In the event that the President is reelected the outgoing Vice President shall become a Director. The other Director shall be elected the same year as the election of the Treasurer.

### **Section III**

Election of officers shall be by ballot; a majority count of those voting shall constitute an election. Results of the election shall be announced at the annual meeting.

### **Section IV**

The regular term of office shall commence at the adjournment of the annual meeting.

### **Section V**

Vacancy of the office of President shall be filled by the Vice President or by another officer in order of precedence.

All other office vacancies shall be filled by a member collectively appointed by the Officers and Directors.

## **ARTICLE VI**

## **DUTIES OF OFFICERS**

### **Section I**

The President shall:

- a. Preside at all meetings of the Association and conduct them in a formal manner.
- b. Assign a member to keep a proper record of the Minutes at each meeting of this Association. To be chosen either by volunteering, or alphabetically by last name.
- c. Conduct correspondence of this Association.
- d. Notify officers of their election, and committee members of their appointment.
- e. Be an ex-officio member of all committees except the Nominating Committee.
- f. Perform all duties pertaining to the office.

## Section II

The Vice President shall:

- a. In the absence of the President, perform the duties of that office.
- b. With the assistance of the Treasurer, prepare an estimated budget of income and expenses for the coming year, and advise about the spending of funds.
- c. Have authority, with the Treasurer, to sign checks for the Association.

## Section III

The Treasurer shall:

- a. Receive all monies of this Association, including dues and fees.
- b. File all completed new member application forms in the financial books after updating the membership list. Send a welcome e-mail to all new members, including the updated membership list and a copy of the ByLaws. This e-mail will be copied to the other HEHNA Officers.
- c. Pay all authorized bills of this Association.
- d. Keep an accurate and classified list of the membership of the Association;
  1. listing in alphabetical order by last name:
    - Each member
    - Address of place of employment (home address, if Honorary Member)
    - Phone and fax numbers
    - e-mail address
  2. Honorary members shall be listed together at the end of the membership list, to be carried forth and added to each year.
- e. Maintain a current membership list and circulate it to the officers and membership.
- f. In March, notify all members in writing of dues payable before May first.
- g. By August 1, provide notice of unpaid dues to the appropriate members. After September 1, provide the President with the current list of members.
- h. Present the financial books for internal audit at the end of each two-year term of office, before the annual meeting.
- i. Assist the Vice President in preparation of the Annual Budget.
- j. At the expiration of term of office, turn over all records to the incoming Treasurer.

#### Section IV

The Directors shall:

- a. assist the Officers as needed.
- b. send new members a letter/ e-mail of welcome.

#### Section V

The Officers and Directors shall collectively:

- a. Have general supervision of the affairs of the Association.
- b. Have the power to transact business in the interim between meetings.
- c. Audit the books at the end of each two-year term of office of the Treasurer, and at such times as deemed necessary.
- d. Approve a place of deposit for the Association funds.
- e. Create special committees as deemed necessary.
- f. Designate the time and place of all regular meetings.
- g. Report to the members, at all regular meetings, any business transactions made since the preceding meeting.

### **ARTICLE VII**

### **MEETINGS**

#### Section I

The Annual Meeting of this Association shall be on the first Friday in May of each year.

#### Section II

Regular meetings shall be held on the fourth Wednesday of March and September, and on the first Wednesday of November.

The date of a meeting may be changed due to circumstances such as room/ speaker availability, weather, etc., with the agreement of the Officers and advance notice to the members.

#### Section III

Special meetings shall be called by the President or upon written request of six members. The object of the meeting, date, time and place of the meeting shall be stated in a letter and mailed or faxed to each member at least five business days prior to the meeting date.

## ARTICLE VIII

## COMMITTEES

### Section I

The Membership and Nominating Committee shall:

- a. Consist of:
  1. a Chair, who will be appointed by the President at the November meeting, and
  2. at least two members nominated and elected at the November meeting.
- b. Recruit new members as directed by the Officers.
- c. Prepare a ballot by April first of one or more names for each office to be filled.
- d. Count the ballots, and present the results to the President.
- e. Bring forward for consideration Memorandums of Understanding (MOU).
  1. HEHNA may enter into an MOU with another organization under the following circumstances:
    - i. This MOU is seen by the membership to be advantageous to this association;
    - ii. The wording of the MOU is reviewed and agreed upon by a quorum of the members, as defined under Article IX, Section 1;
    - iii. HEHNA is not diminished in any way by the MOU;
    - iv. The MOU will be signed by both the HEHNA President and the corresponding Officer of the other organization.

### Section II

The Planning and Education Committee shall:

- a. Consist of:
  1. a Chair, who will be appointed by the President at the Annual Meeting, and
  2. at least two members nominated and elected from the floor at the Annual Meeting.
- b. Be responsible for coordinating the next Annual Meeting.
- c. Assist the host with educational programs at regular meetings.
- d. Coordinate other planning activities as requested by the Officers.
- e. Request assistance from the membership as needed.

### Section II

The By-Laws Committee shall:

- a. Consist of at least two members appointed by the President at the Annual Meeting.
- b. Review the By-Laws annually and as needed.
- c. Bring proposed revisions to members at the March meeting, if not before.

**ARTICLE IX**

**QUORUM**

**Section I**

Two elected officers plus members present shall constitute a quorum for the transaction of business at regular meetings.

**ARTICLE X**

**VOTING BODY**

**Section I**

The voting body shall consist of active members of the Healthcare Employee Health Nurses Association of New England.

**ARTICLE XI**

**FISCAL YEAR**

**Section I**

The fiscal year shall be from May 1 to April 30.

**ARTICLE XII**

**ORDER OF BUSINESS**

**Section I**

The order of business at each regular meeting shall be:

- Call to Order
- Approval of Minutes
- Reports of Officers
- Reports of Committees
- Unfinished Business
- New Business

**Section II**

The order of business at the Annual Meeting shall include:

- the Report of Results of Election of Officers
- the Appointment of Members to Committees
- the Annual Budget Report

Reviewed: April 1998, April 1999, September 2000, April 2001, April 2002, April 2003, May 2005, April 2006, March 2007, April 2008

Revised: October 1997, April 1998, September 2000, May 2001, April 2002, April 2003, May 2005, April 2006, March 2007, May 2008, May 2009, September 2013, May 2016

Approved: April 1998, May 2001, May 2002, May 2003, May 2005, May 2006, May 2007, May 2008, May 2009, September 2013, May 2016

# Healthcare Employee Health Nurses Association of New England

## Time Line of Association Events and Deadlines

