**STATE OF MICHIGAN CHAPTER OF THE NATIONAL**

 **ASSOCIATION OF NEONATAL NURSES**

**BYLAWS**

**ARTICLE I NAME**

The name of this organization shall be the State of Michigan Chapter of the National Association of Neonatal Nurses

**ARTICLE II PURPOSE**

The purpose of this organization shall be to promote the highest standards of neonatal nursing practice and education and to assist the neonatal nurse in advancing professional development and economic welfare.

**ARTICLE III GOALS**

The goals of this organization shall be to:

* Facilitate the exchange of information and collegiality among neonatal nurses;
* Improve neonatal nursing practice through education and research efforts;
* Provide input into health policy regarding, infants, families, and the nursing profession;
* Increase public awareness of the association through the support of community activities;
* Support individual member participation in the association;
* Maintain financial stability and growth of the association;
* Promote the health of neonates and their families.

**ARTICLE IV MEMBERSHIP**

**Section I** The membership of this organization shall not be limited by number.

**Section II** A person shall be declared a member upon payment of local and national dues.

**Section III** Dues shall be determined by a majority vote of members. Dues may not be set at more than national dues.

**Section IV** There shall be no category of membership entitled "Associate" or partial member.

**ARTICLE V OFFICERS/ BOARD MEMBERS**

**Section I** The officers of the organization shall consist of a President, President-Elect, Immediate Past-President, Secretary, and Treasurer.

**Section II** The President, Secretary and Treasurer are to serve a two-year term of office. Additional terms for Secretary and Treasurer will be decided by an agreement of the Board and the individuals involved.

 The President- Elect will serve a one-year term, before succeeding to the Presidency. The term shall start in the second year of the President’s term. The Past-President shall serve a one-year term, starting the year after their Presidency. In the event of Co-Presidents being elected to office they will serve their term together and resume the normal transition process as identified here.

Elections will be held for President, President-elect, Secretary, and Treasurer at the Annual SMANN Conference when applicable. Nominations will commence at the last business meeting of the year and remain open till voting commences at the annual conference.

 When elected the term of office shall begin with the close of the annual conference.

**Section III** Duties of the officers are as follows:

 A. **President**: To preside at any official meeting of the association and to coordinate the work of the officers and committees to ensure that the objectives are maintained and promoted. SMANN will continue to support its current President or designee to attend NANN’s yearly national conference. The dollar amount, allocated to attend the conference will be decided by the board based on SMANN’s yearly budget.

 B. **President-Elect**: To preside at meetings in the absence of the President. To perform such duties as the President may assign. The President-Elect may be required to serve as a Chairperson of a committee if appropriate. In the year that there is no Past- President, the President-Elect will also assume the duties listed below (under Past-President).

 C. Past-President: To arrange for meals for the Business meetings. In the absence of a President-Elect, the Past-President will also assume the duties listed above (under President-Elect)

 D. **Secretary**: To record the minutes of the business meeting and to conduct official correspondence of the association. The Secretary will be responsible for keeping the bylaws.

 E. **Treasurer**: To be responsible for collection and disbursement of association funds and to present a statement of financial condition at least quarterly in general business meetings.

 F. Two persons may share the role of any of the positions identified in these ByLaws and be designated as Co- (role). All privileges for the position will be awarded to each designee except for the role of President; the National Conference attendance fees for President will be shared between the two persons.

**Section IV** If a candidate(s) for the President-Elect position should remain undetermined after the annual Elections, the position will remain vacant until a candidate comes forward. At that time, if more than one candidate presents for a position, an election will be held at the next business meeting to fill the office.

**Section V** In the event of a resignation or vacancy of an office, volunteers will be sought to fill the vacancy. If more than one candidate presents for the position, an election shall be held at the next business meeting to fill the office for the unexpired term.

**Section VI** Meetings of the SMANN Board will be held a minimum of four times a year. The President shall arrange meeting time and place. Committee Chairperson(s) will attend a minimum of two Board Meetings per year to facilitate committee work and communications with the Board.

**Section VII** A Committee Chairperson can serve a maximum of two consecutive terms. Additional terms will be determined in a joint agreement between the Committee Chairperson and the Board.

**Section VIII** SMANN and NANN Membership Dues will be paid for Officers of the Board out of SMANN Funds in appreciation of their efforts. Committee Chairpersons will have SMANN Membership Dues paid. Officers of the Board and Chairpersons will have their SMANN Conference Fees waived in exchange for their help at the conference as needed.

**ARTICLE VI GENERAL BUSINESS MEETINGS**

**Section I** The General Business Meetings of the association shall be held at least three times a year. The Program Planning Committee shall arrange meeting time and place.

**Section II** A quorum shall consist of all SMANN members present at the meeting.

**Section III** Each active member present is entitled to one vote on matters properly placed before the membership.

**Article VII EDUCATIONAL GRATUITY**

SMANN will allocate up to $1,000 annually for active members for educational gratuity (See Application Guidelines). Funds are available first for interested Board Members, followed by Committee Chairs, Committee Members, and then general membership. Funds allocated at the discretion of the Board following the review of applications.

**Article VIII EXCELLENCE IN CLINICAL PRACTICE AWARD**

The SMANN Board of Directors will select the recipient of the "Excellence in Clinical Practice Award".  The award recipient will receive a complimentary NANN and SMANN membership and free tuition for the upcoming SMANN conference.

**ARTICLE IX AMENDMENTS TO THE BYLAWS**

The rules governing the association shall be decided upon by a two-thirds majority of members present at any general business meeting. The rules contained in the most current edition of Robert's Rules of Orders shall be the parliamentary authority.

**Dissolution Clause:** In the event the Chapter dissolves, all treasury funds will be dispersed in accordance with the National Association of Neonatal Nurse's Voluntary Chapter Closure Guidelines.

**ARTICLE IX Adoption**

These bylaws were adopted at a meeting of the Southeastern Michigan Association of Neonatal Nurses on the twenty-fifth of September 1991. Bylaws amended on the fifteenth of March 1994, the ninth of December 1996, the nineteenth of November 1998, the eighteenth of November 1999, the seventeenth of January 2001, the twenty-second of November 2001**,** the twenty-sixth of January 2005, the twentieth of November 2005, January twenty-six 2006, January 18, 2007, January 17, 2008, January 14, 2009 ,January 20, 2010, and January 26, 2011.Reviewed March 7, 2012. Reviewed January 9, 2013. Amended on February 6, 2016, Reviewed April 12th 2018

 Lynette Johnson RN BSN MSA Linda M. Reid RN BSN

 CO-PRESIDENT SECRETARY

 April 16th 2018 April 16th 2018

 Amrita Jackson RN BSN

 Co-President Elect

 April 16th 2018