

Alaska Nurses Association Bylaws

As Amended October 8, 2022

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MISSION, VISION & TAGLINE

MISSION

The mission of the Alaska Nurses Association is to provide a voice for and to represent nurses across the entire state. We work to advance and support the nursing profession and patient care through collective bargaining, education, advocacy, and influence on healthcare policy.

VISION

We envision a future with optimal working conditions and high professional standards for all nursing professionals in Alaska. Members have access to a professional organization that empowers them to advocate for patient safety and quality care while becoming leaders in their communities and the healthcare system.

TAGLINE

The Alaska Nurses Association is the unified voice of nurses in the Last Frontier.

Article I

Title and Functions

Section 1. Name

The name of this association shall be the Alaska Nurses Association hereinafter referred to as AaNA.

Section 2. Purpose

The Core purpose of the AaNA shall be to advance and support the profession of nursing. This shall include:

fostering high standards of nursing, and

supporting nurses in their work for the improvement of health standards and the availability of health care services for all people, and

stimulating and advancing the economic and general welfare of nurses.

These purposes shall be unrestricted by considerations of age, color, creed, disability, gender, health status, life-style, nationality, race, religion, or sexual orientation.

Section 3. Functions

The functions of AaNA shall be to:

- a. promote through appropriate means, standards of nursing practice, education and nursing service as defined by the American Nurses Association (ANA).
- b. insure adherence to the code of ethical conduct for practitioners established by ANA.
- c. promote legislation and speak for nurses in regard to legislative action.
- d. promote and protect the economic and general welfare of nurses, including collective bargaining.
- e. represent Alaska's nurses with allied professional, community, and governmental groups.
- f. be a Continuing Education provider and maintain a system of support for educational offerings.
- g. advocate for quality healthcare for all people.

Article II

Membership

Section 1. Membership

Professional Membership shall consist of those who have been granted a license to practice as a Registered Nurse (RN), Advanced Practice Registered Nurse (APRN), Licensed Practical Nurse (LPN) or Honorary Member in the State of Alaska.

Associate Membership shall consist of any nurse not licensed in the State of Alaska, any member of an Affiliate Member Organization, retired RN, unemployed RN, LPN, student nurse or Certified Nurse's Assistant (CNA) who wishes to participate in Legislative,

Continuing Education and/or, Professional Practice committees; a taskforce; or a project team. The Associate Member will have no voting rights in Association business, including but not limited to, election of officers, bylaws or resolutions. The Associate Member may not serve in an elected position on any AaNA board, committee, taskforce or project team.

Section 2. Membership Privileges

Members shall have membership privileges as follows:

receive an AaNA membership card.

receive the official publications of AaNA.

be a candidate for AaNA elective and appointive positions in accordance with these bylaws and applicable policies.

participate in the election of AaNA officers as prescribed in Article IX.

attend the AaNA General Assembly, convention, and other unrestricted activities.

receive due process and grievance rights in questions of membership as described by AaNA policies.

Section 3. Membership Obligations

The member shall have the obligations to:

uphold the bylaws of the AaNA.

abide by the *Code of Ethics for Nurses* as adopted by the ANA.

pay dues as required by AaNA.

fulfill the requirement of an office or committee if elected or appointed.

Section 4. Disciplinary Action

Cause for Disciplinary Action by AaNA against a member shall be limited to failure to fulfill the obligations as cited in these bylaws; and other actions detrimental to the purposes, goals, and functions of AaNA.

Disciplinary Proceedings shall be conducted in accordance with the policies and procedures established by the Board of Directors, which shall have final disciplinary authority over members.

Disciplinary Action depending on the severity of the violation, a member may be reprimanded, censured, suspended from membership, or permanently expelled from membership.

Members being disciplined shall have the option to choose whether or not any and all pending disciplinary actions are made public until a final decision has been made.

Appeal of Disciplinary Action – A member may appeal any disciplinary action in accordance with procedures adopted by AaNA Board of Directors.

This section will in no way be used against a member for rights guaranteed under the LMRDA Section 101(a) (2) of the LMRDA, 29 USC. Section 411(a) (2), provides, in relevant part, that

“Every member of any labor organization shall have the right to ... express any views, arguments, or opinions ... provided, that nothing herein shall be construed to impair the right of a labor organization to adopt and enforce reasonable rules as to the responsibility of every member toward the organization as an institution and to his refraining from conduct that would interfere with its performance of its legal or contractual obligations” [29 USC. Section 411(a) (2)].

Section 5. Dues

Dues for AaNA shall be:

- i. The amount established by the AaNA Membership by secret ballot.
- ii. Membership rights shall be forfeited upon failure to pay dues as required by current policy and these bylaws.

Dues Categories

- i. Collective Bargaining (Union) Members (pay Professional Association Member dues plus the Collective Bargaining Assessment fee): RNs who are members of an AaNA Collective Bargaining Unit certified by the National Labor Relations Board and who are covered by an AaNA ratified contract.
- ii. Professional Members: RNs or LPNs who are not members of an AaNA Collective Bargaining Unit.
 - a. Standard Members (100 percent of annual Professional member dues): RNs or LPNs who do not meet conditions of reduced, special, or honorary membership
 - b. Reduced Members (50 percent of annual Professional Member Dues): RNs or LPNs who are new graduates from a basic nursing program for the first year of membership if initiated within six months following licensure to practice as a registered or licensed practical nurse, or RNs or LPNs sixty-two years of age or older who are not earning more than the Social Security system allows.
 - c. Special Members (25 percent of annual Professional Member Dues): RNs or LPNs who are not employed and are disabled under SSI/SSDI medical criteria.
 - d. Honorary Members (0 percent of annual Professional Member dues complementary membership): RNs or LPNs or former RNs or LPNs who have been inducted into the AaNA Hall of Fame.
- iii. Associate Member: Any RN (not covered by an AaNA ratified contract), any member of an Affiliate Member Organization, LPN, retired RN, unemployed RN or student nurse who wishes to participate in Legislative, Continuing Education and/or, Professional Practice committees; a taskforce; or a project team. The dues for Associate Membership will be set by the Board of Directors.

No monies shall be refunded nor collected when a change in dues category or transfer to or from AaNA is made within a paid membership year. (Membership year is defined as 12 months from the month of payment of dues.)

Section 6. Membership Restriction

Membership shall be unrestricted by consideration of age, color, creed, disability, gender, health status, life-style, nationality, race, religion, or sexual orientation.

Article III

Affiliate Member Organizations

Section 1. Qualifications

An Affiliate Member Organization (Affiliate) of AaNA is an association that:

is a statewide nursing organization that meets criteria established by the AaNA bylaws and the policies set by the Board of Directors.

has a governing body composed of a majority of registered nurses.

has been granted Affiliate status by the AaNA Board of Directors, to be confirmed each year by resolution at the General Assembly.

has paid an annual Affiliate fee to AaNA.

Section 2. Responsibilities

Each Affiliate Member Organization shall maintain a mission and purpose harmonious with the purposes and functions of AaNA.

Section 3. Rights

Each Affiliate Member Organization shall be entitled to:

one registered nurse or LPN representative, who shall have voice in the AaNA General Assembly but no vote unless they are also an AaNA member.

make reports or presentations to the AaNA General Assembly within their area of expertise.

submit the names of registered nurse RNs or LPNs representatives qualified for appointment to committees or ad hoc groups. It is understood that qualifications for appointment to AaNA committees includes being a member in AaNA.

As an exception, the AaNA Board may appoint an Affiliate's member, who is not an AaNA member, to an AaNA committee, so long as the majority of the committee members are AaNA members.

Article IV

General Assembly

Section 1. Definition: The General Assembly shall be the governing and official voting body of AaNA and shall be composed of the Board and AaNA Professional Members.

Section 2. Functions

The General Assembly shall:

take positions, determine policy, approve resolutions, and set direction on substantive issues of a broad nature necessitating the authority and backing of the official voting body of AaNA.

adopt and maintain bylaws.

establish rules of procedure for meetings of the General Assembly.

Section 3. Composition

The General Assembly shall be composed of AaNA Professional members who are duly accredited.

Eligibility – To be duly accredited and eligible to vote at the General Assembly, a member shall be required to have paid dues, and hold Professional membership in AaNA at least thirty (30) days prior to the General Assembly. If a member is in a “grace period” as established by AaNA policy, membership dues must be made whole prior to the commencement of the General Assembly.

The Board may establish distant teleconferencing sites for the General Assembly. The Board shall appoint a monitor for each distant site who shall duly accredit members and tally votes.

Section 4. Meetings

The General Assembly shall meet at least annually.

Special meetings of the General Assembly may be called by the Board and shall be called by the president upon written request of 10% of the AaNA membership.

The time and place of meetings shall be determined by the Board.

Notice of the date and place of a meeting of the General Assembly shall be provided to each member at least 2 months prior to annual meeting of the General Assembly and 30 days prior to a special meeting. Notice may be provided in any electronic or written format or medium that is general business usage and which is reasonably designed to reach the member, including but not limited to mail, email, and fax.

Nothing in this section shall be interpreted to preclude special meetings by teleconference or other means.

Section 5. Resolutions

- a. Proposed resolutions may be solicited from the membership anytime.
- b. Proposed resolutions shall be submitted to the Board 30 days prior to the General Assembly.
- c. Emergency resolutions may be introduced by the board by a majority vote of the board 7 days prior to the General Assembly.

Section 6. Quorum

A quorum for the transaction of business of the General Assembly shall consist of five members of the Board, one of whom shall be the president or vice-president, and members from at least three different Alaskan communities. AaNA members may attend the General Assembly via teleconference or other electronic means.

Article V

Board of Directors

Section 1. Definition

The Board of Directors, a corporate body composed of elected members, serves as the agent for the General Assembly.

Section 2. Functions

The Board shall:

1. Exercise the corporate responsibility and fiduciary duties of the Association consistent with applicable Provisions of law, including:
 - a. Provision for the adoption of financial policies.
 - b. Adoption of the budget for the Association which incorporates program plans of structural units, providing for proper insulation under the Labor Management Reporting and Disclosure Act of 1959 (LMRDA) and National Labor Relations Act (NLRA).
 - c. Surveillance of AaNA funds, providing for proper insulation under the Labor Management Reporting and Disclosure Act of 1959 (LMRDA) and NLRA.
 - d. The annual review of all books by a qualified person, not a member or employee of the Association, as determined by the Board.
 - e. Reporting to the membership and General Assembly.
2. Establish policies and strategic planning to support the work of AaNA
3. Provide for the operation and maintenance of a headquarters, and provide for the transaction of business and coordination of AaNA activities in the interim between meetings of the General Assembly. Including:
 - a. Assuring that the organizational structure and administrative systems are adequate and appropriate.
 - b. Reviewing and implementing Board policies and standards.
 - c. Making appointments and filling vacancies as necessary and as provided for in these bylaws.
4. Act as an appropriate representative for AaNA internally and externally
5. Assume such duties as may be provided elsewhere in these bylaws, by the AaNA General Assembly, and Board Policies.
6. Provide interim report to the General Membership as to status of General Assembly approved resolutions.

Section 3. Composition

There shall be a board that shall consist of officers and directors each of whom shall hold membership in AaNA.

There shall be five officers: President, Vice President (a member of the AaNA/ Labor Council), Secretary, Treasurer (a member of the AaNA/ Labor Council) and Labor Council chair or designee.

There shall be eight director seats

Directors-at-large – five shall be filled by a member who will serve as Directors-at-large. These seats shall be staggered, serving for two years. Three shall be elected in even numbered years (2 members of the AaNA/ Labor Council) and two shall be elected in odd numbered years (1 a members of the AaNA/Labor Council).

Staff Nurse Director – (a member of the AaNA/ Labor Council) shall be filled by a collective bargaining member, who will serve as the Staff Nurse Director. This seat shall be elected in an odd numbered year and shall serve two years.

Greater Alaska Director/ LPN – One shall be filled by a member living or working at least 50% from outside the Municipality of Anchorage, or any LPN who will serve as the Greater Alaska Director. This seat shall be elected in an even numbered year and shall serve for two years.

Rural Director – One shall be filled by a member living or working at least 50% from outside the Municipality of Anchorage and the Fairbanks Northstar Borough, who will serve as the Rural Director. This seat shall be elected in an odd numbered year and shall serve for two years.

There shall be a seat for a Student Nurse who shall be appointed by their Student Nurses Association from an accredited School of Nursing These students will have voice, but without voting rights and will be approved by the AaNA BOD on an annual basis.

There shall be one seat for the Chair of the AaNA Labor Council or his/her designee. This position is not subject to term limits.

At least seven members of the Board of Directors (Vice-President, Treasurer, Staff Nurse Director, 3 Directors-at-Large and Labor Council Chair) will be AaNA bargaining unit members who also serve on the Labor Council. Other Board members may or may not also be bargaining unit members, but will not have dual positions.

In the event that nominations are not forthcoming for the Greater Alaska/LPN or Rural Director seats, the positions will default to any other nominee or appointee.

The immediate past president may attend meetings in an advisory capacity with voice but without vote. The immediate past president will serve for one year.

Section 4. Terms of Office

Officers shall be elected biennially to serve for two years or until their successors are elected. The President and Treasurer shall be elected in the odd years; the Vice President and the Secretary shall be elected in the even years.

Section 5. Vacancies

- a. In the event of a vacancy occurring:
 - i. in the office of President, the Vice President shall become President. In the event the Vice-President was appointed to that position, mid-term election will occur.

- ii. all other vacancies on Board shall be filled by Board appointment.
- iii. in the event of unanimous appointment of the Board the new officer will serve until the next regular election cycle. If the appointment is not unanimously supported, a mid-term election will occur.

Section 6. Meetings

Meetings shall be held in conjunction with each General Assembly of the AaNA and at such other time and places as shall from time to time be determined by the Board. Special Board meetings will be called by the President upon the written request of at least 10 AaNA Professional members or five members of the Board.

Business which requires immediate action by the Board may be conducted by mail, telephone, email, fax, or video conferencing. Such action shall be subject to ratification at the next regular meeting of the Board.

Unexcused absence from three (3) consecutive meetings shall constitute a resignation and the vacancy shall be filled as provided for in these bylaws.

Section 7. Quorum

A majority of the Board, including a member of the Executive Committee shall constitute a quorum at any meeting of the Board.

Section 8. Executive Committee

There shall be an executive committee of the Board composed of the officers (President, Vice-President, Secretary, and Treasurer) and the Labor Council Chair, who shall have all powers of the Board transact business of an emergency nature between Board meetings. Such transactions shall be reported at the next regular Board meeting. Every effort will be made to inform the rest of the Board of Directors that a meeting of the Executive Committee will be occurring and will be open to all Board members.

Section 9. Functions of Officers

Officers shall assume duties usually performed by such officers and defined by these bylaws or by the board.

The President shall:

- i. preside at meetings of the General Assembly, the Board and the Executive Committee.
- ii. serve as ex-officio member of all committees except Nominations and Labor Council.
- iii. evaluate all paid program chairs annually and make employment recommendations to the BOD

The Vice President assumes the duties of an absent President or fills the vacancy in the office.

The Secretary shall be accountable for record keeping and reporting of all meetings of AaNA.

The Treasurer shall act as chair of the Finance Committee, shall be accountable for the fiscal affairs of AaNA and shall provide reports and interpretations of AaNA's financial condition, as may be required, to the General Assembly, the Board, and the membership.

The Labor Council Chair shall serve as an officer of the AaNA BOD. See Article VIII for functions related to the Labor Program.

Section 10. Retiring Officers

All officers shall within two weeks upon resignation or expiration of their terms of office, surrender all property of the AaNA in their possession to their successor or to the headquarters office.

Article VI

Committees, Taskforces and Project Teams

Section 1. Description

AaNA is a complex organization with many different ways to be involved. In order to keep our organization vibrant and responsive to member needs, the list and types of Association action units may be developed as we grow.

Committees, taskforces and project teams shall assume such duties as are specified in these bylaws and such other duties as may be assigned, and shall report to the Board when requested to do so.

Section 2. Accountability

Each committee, taskforce and project team shall:

prepare a budget based on its plans for submission to the board, providing for proper insulation under the Labor Management Reporting and Disclosure Act of 1959 (LMRDA) and NLRA,

prepare an Action Plan to share their goals and proposed project with their members and the Board.

Section 3. Standing Committee Composition

Standing Committees are permanent committees who do ongoing work on behalf of AaNA.

Committees shall consist of no fewer than three AaNA members.

A committee, unless otherwise specified herein, or in AaNA policies, shall have a Chair appointed by the Board after each General Assembly to serve until their successors are appointed. The Chair shall submit a list of Committee Members to the Board

Vacancies on elected committees shall be filled by Board appointment for the balance of the unexpired term.

All paid committee chairs will be responsible to provide written evaluation of all paid committee members annually by the end of the 3rd quarter. Also, give input to the President and LC chair for all staff evaluations.

- a. The Continuing Education Committee shall:
 - i. implement a process for review of potential educational activities to be offered by AaNA, as directed by the Lead Nurse Planner and/or education committee.
 - ii. recommend a fee schedule for assisting other organizations in completing continuing education applications.
 - iii. advise the Board of Directors on national issues as they affect continuing education in Alaska.
- b. The Finance Committee shall:
 - i. consist of the AaNA President, the AaNA/LC Treasurer, who shall act as chair of the committee, the Labor Council Chair, AaNA Vice-President. The Board of Directors and the Labor Council may each appoint one additional member.
 - ii. review, evaluate and prepare an annual budget for recommendation to the appropriate board.
 - iii. make recommendations on other matters relating to income and expenditures of funds of AaNA.
 - iv. make recommendations to the Board of Directors regarding signatures for the annual audit, both the 990 and LM-2 prior to the arrival of the independent auditor as required under the Labor Management Reporting and Disclosure Act of 1959 (LMRDA) and NLRA,
- c. The Legislative Committee shall:
 - i. review the need for legislative action and take appropriate action based on priorities set by the General Assembly, Board or other appropriate structural units.
 - ii. study proposed state and local health-related legislation for its implications for the community at large, nurses, and the profession of nursing
 - iii. advise the Board on legislative matters.
- d. The Nominations Committee shall:
 - i. consist of four professional members representing varying geographical areas within the state, all of whom shall be appointed in odd years to serve a two year term.
 - ii. elect its own chair.
 - iii. perform the duties described in Article IX.
 - iv. make recommendations to the BOD for policy revision
- e. The Professional Practice Committee shall:
 - i. act as a resource regarding nurse practice issues, including national trends in nursing practice;

- ii. respond to questions regarding RN scope of practice;
 - iii. respond to concerns regarding nurses acting within ethical frameworks, such as the ANA Code for Nurses;
 - iv. refer reports of any non-nurse who represents him/herself as an RN or LPN to the Alaska Board of Nursing;
 - v. refer reports on individuals who inappropriately engage in activities within the RN or LPN scope of practice to the Alaska Board of Nursing;
 - vi. gather facts to help nurses determine that they are functioning within the legal boundaries of their practice (statutory, regulatory & case law);
 - vii. draft recommendations to be presented to the Alaska Nurses Association Board of Directors.
- f. The Editorial Committee shall:
- i. Be responsible for the content of *The Alaska Nurse*;
 - ii. Composition will include all committee chairs;
 - iii. keep nurses in Alaska informed of current trends facing nursing in our state and nationally;
 - iv. keep nurses informed regarding changes with the statutes of the Alaska Board of Nursing;
 - v. work with authors who wish to contribute to the official publication of the Alaska Nurses Association;
 - vi. report to the Board of Directors quarterly.

Section 4. Taskforces

Taskforces shall be created for limited purpose, made up of volunteer members, and have a specified task and timeline.

Taskforces shall be called by the Board, an AaNA Structural Unit, or staff as appropriate.

“Structural Units” includes, but is not limited to: Board, Labor Council, Bargaining Unit Boards and Standing Committees.

Taskforce Pools are groups of members interested in a topic, who may be called upon to contribute to a specific task. Standing Taskforce pools shall include, but not be limited to:

Health and Safety Issues

AaNA Events

AaNA Structural Issues (for example: bylaws, resolutions)

Membership

Section 5. Project Teams

Project Teams are for longer term projects with specific event or task as its focus. Project Teams shall:

be created by the Board

have Board appointed members

submit a project budget to the Board for consideration

supply regular reports to the Board

shall include, but not be limited to:

Conference

Fall Retreat

Article VII

Labor Council

Section 1. Purpose

The purpose of this council shall be to study and take action to promote the economic and general welfare of registered nurses and other represented health care professionals employed in the State of Alaska. This article of the Bylaws of the AaNA shall control the Labor Program. This Article shall supersede any other inconsistent provisions elsewhere in the AaNA Bylaws.

The program may be administered by a Labor Council within the policies established by the Labor Council.

“Bargaining Unit Members” shall be defined as the RNs who are members in good standing of AaNA and their AaNA Local Bargaining Unit and non-registered nurses who are persons in bargaining units and who pay an AaNA representation fee and who are in good standing.

All collective bargaining agreements negotiated by AaNA on behalf of local bargaining units that have been ratified by the local bargaining unit, in accordance with its bylaws, will be adopted by the Alaska Nurses Association, in the manner set forth, without revision, provided that the provisions of such agreements are in conformity with all applicable provisions of the law and this article of the Alaska Nurses Association Bylaws.

Upon ratification as approved by the local bargaining unit, these agreements shall be considered adopted by the Alaska Nurses Association. The collective bargaining agreements shall be signed by the President of such unit, the Labor Council Chair or Labor Council designee, and members of the local bargaining unit’s negotiations team.

Section 2. Representation

AaNA Labor Program will represent units made up of registered nurses and other health care professionals.

Section 3. Duties of the Council

The Council shall have full authority and responsibility for the program, including:

Establish and maintain liaison with other AaNA committees.

Set priorities for all AaNA labor relations, functions, and activities.

Prepare educational offering and materials regarding the Labor Program and collective bargaining for program members.

Collaborate with AaNA committees on workplace advocacy issues for general membership.

Monitor and respond to economic developments and trends in health care and the general economy in relation to the needs of nurses and other health care professionals.

Monitor and respond to legislative issues related to the economic welfare of nurses and other AaNA represented health care professionals, and labor-management concerns through the AaNA Legislative Committee.

Establish and approve a program budget.

Appoint special committees as necessary with defined purposes and delegated responsibilities, as appropriate.

Evaluate the implementation of objectives, policies and procedures developed by the council at least every 2 years or as necessary.

Review bargaining unit bylaws for consistency with this Article.

Hire, fire and evaluate Program Staff.

Review funding of arbitration requests from local bargaining units with all council members empowered to vote.

Set guidelines for establishing new bargaining units.

Section 4. Labor Council Composition

The Council shall be composed of AaNA bargaining unit members

seven (7) elected members at large and

one (1) representative from each local bargaining unit. These representatives shall be elected by their respective local bargaining unit.

If there are non-Registered Nurse members of a bargaining unit one representative shall be a non-Registered Nurse. This member shall be elected by the non-Registered Nurse members of the bargaining unit.

Terms of office on the Council will be two (2) years staggered.

The seven (7) elected members will serve in designated Board of Director positions.

The Chairperson will be elected as BOD/LC chair.

The AaNA-VP will serve as council Vice-Chair.

The AaNA Staff Nurse will serve as council Secretary

The AaNA Treasurer will serve as council Treasurer. This will constitute the executive council of the LC.

The 3 other AaNA/LC Board Directors will serve as LC directors. Vacancies on the Council will be filled by appointment by the Council to serve until the next general election. Vacancies of the local bargaining unit representative will be selected by that local bargaining unit.

Section 5. Qualifications

Registered or Licensed Practical Nurse members of the Labor Council must be members of the Alaska Nurses Association for six (6) months prior to the close of nominations. All Labor Council members must be in an AaNA represented bargaining unit.

Core members or “Beck” fee payers are not eligible for membership on the Labor Council.

Section 6. Nominations and Elections

Nominations and Elections for members of the AaNA Labor Council will be conducted in accordance with local and federal labor laws, and the provisions Article 3.0, Composition and Qualifications for Labor Council Membership, of the Labor Council Policies and Procedures Manual. Since this Labor Council may be composed of registered nurses and non-registered nurses, the Labor Council policies and procedures manual will be interpreted to include full representation rights for all Labor Council members.

Only bargaining unit members in good standing who are in AaNA represented collective bargaining units may nominate and vote for Council members.

Only bargaining unit members in good standing who are in AaNA represented collective bargaining units may hold office on the Labor Council.

To be in good standing for the purposes of nominating, voting, and holding office, a person must be paying full dues (as opposed to being a core or Beck members). The dues must not be delinquent, and membership must not be under suspension.

Section 7. Accountability

The Council shall be autonomous with respect to collective bargaining activities including positions, policies, procedures and all other matters related to the collective bargaining program.

The Labor Council shall be accountable to eligible members of the labor program. The Council shall make a general report annually to the Board of Directors and to the membership of the AaNA at the annual General Assembly meeting.

The Labor Council members are required to attend Labor Council meetings unless excused. The Labor Council may remove a member who has three or more unexcused absences.

Section 8. Council Officers and Responsibilities

a. The Chairperson shall:

- i. serve as the official representative of the Labor Council and as the spokesperson on matters of Labor policy and position.
- ii. chair all meetings of the Council.
- iii. represent the Labor Council at the Regional Labor Councils, AFT functions as appointed and the Alaska AFL-CIO.
- iv. compile and administer evaluations for the Labor Program staff
- v. provide input to the AaNA president for evaluation of all committee chairs
- vi. serve as a member of the AaNA BOD executive committee.

b. The Vice Chairperson shall:

- i. assume the duties of the Chairperson in the absence of the Chairperson.
- ii. assume other duties as assigned by the Labor Council.
- iii. in the event of a vacancy occurring in the office of the Chairperson, serve until the next Chairperson takes office.

c. The Secretary shall:

- i. record the minutes of meetings and maintain the records of the Council in a form accessible upon request to members of the Labor Program.
- ii. notify all members of special meetings of the Program Membership.

d. The Treasurer shall:

- i. be responsible for monitoring the fiscal affairs of the Labor Program, managing the strike fund, preparing the budget projections for the following year in conjunction with the finance committee, and working with an independent CPA in preparation for the annual audit.
- ii. receive reports from the CPA and reconcile labor bank accounts.
- iii. deliver quarterly budget updates to Council.

Section 9. Business Meetings

- a. The Council will conduct business meetings at times to be determined by the Labor Council.
- b. Only AaNA bargaining unit members who pay full dues and are in good standing and AaNA staff may attend the business meetings unless invited by the Labor Council.
- c. A majority of the members of the Council shall constitute a quorum.
- d. All elected members of the Labor Council are entitled to vote.

Section 10. Program Funding

The Labor Program shall be funded by union dues in a manner provided by law and payable by all AaNA Collective Bargaining Unit members to the Labor Council through its designated agent, AaNA. The amount shall be recommended by the Labor Council and approved by a vote of the members of the affected Collective Bargaining Unit. Professional membership dues will be forwarded regularly to the AaNA BOD for professional practice expenditures. All “Beck” audit fees are retained by the Labor Program.

Report the Agency Fee (federally-mandated “Beck” audit) rate each year at the General Assembly.

Section 11. Article VII will be voted on only by AaNA Labor members.

Section 12. Only members elected by the members may serve as delegates to the American Federation of Teachers (AFT) biennial convention.

Article VIII Nominations and Elections

Section 1. The Committee on Nominations shall solicit nominees for officers and committees according to procedures in the AaNA policy manual.

Section 2. All elections shall be determined by secret ballot.

Section 3. The ballot shall be provided to each AaNA Professional member. Members must have paid dues no later than 30 days prior to the ballots being mailed **or emailed using a non-work email** for the election. Biographies of candidates may be posted on the website or be provided to members upon request.

Section 4. Ballots for the Labor Council shall be distributed as outlined in Article VII.

Section 5. The marked ballot shall be returned as posted on the ballot. Ballots will be counted by a disinterested third party. **If an electronic ballot is used results will be anonymously tallied via secured application that meets the high quality standards required by the DOL of election of officers.**

Section 6. A plurality (a majority) of votes cast by those entitled to vote and voting shall constitute an election.

Section 7. An election of officer/delegates that would normally require a secret ballot need not be held by secret ballot if all candidates are unopposed. (Election by acclamation.)

Section 8. If a voter returns a replacement ballot in an envelope marked by election officials with a "D" for duplicate, indicate that fact on the voter eligibility list and on the list of replacement ballots maintained by election officials. If a voter returns two ballots, the replacement ballot should be counted; the other returned ballot envelope should be voided.

Section 9. No candidate in any election shall be a member of the Election Committee having supervision over such an election.

Section 10. Challenge of any election will not be considered unless raised within seven (7) days of the closing of the election in writing to the Secretary.

Section 11. Terms of office shall commence on October 15th each year or the first business day after October 15th.

Article IX

Fiscal Year

The Fiscal Year of this Association shall be from January 1 to December 31.

Article X

Official Publication

The *Alaska Nurse* shall be the official publication of AaNA.

Article XI

Parliamentary Authority

The rules contained in the latest edition of *Robert's Rules of Order newly revised* shall govern meetings of AaNA in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article XII

Amendments

Section 1. Notice

These bylaws may be amended at any General Assembly, or mail, or special meeting of AaNA by a 2/3 vote, provided notice shall have been sent to all members at least thirty days prior to the convention or special meeting. The changes will be posted on the website for members to review.

Section 2. Structural Units

Structural Units shall include the Board of Directors, Labor Council, Districts and Local Bargaining Unit Boards. Any change in the structural units will require a vote of the membership via a mail ballot **or electronic ballot**