

**REHABILITATION INSURANCE NURSES
GROUP OF ARIZONA**

ARTICLE I

NAME

SECTION 1

The name of this organization will be:

REHABILITATION INSURANCE NURSES GROUP OF ARIZONA

ARTICLE II

PURPOSE

SECTION 1

It will be the purpose of this organization to:

Provide the opportunity for the exchange of experience and opinions through educational presentations and group discussions. Promote peer group support and professional collaboration. Educate its members and healthcare providers in the improvement of quality care.

- a. Promote and represent the professional organization of nurses engaged in the practice of rehabilitation insurance nursing and case managers.
- b. Maintain the honor and character of the nursing profession. Develop and promote professional standards of performance, competence, service and conduct for professional rehabilitation insurance nurses and case managers.
- c. Encourage rehabilitation nurse participation in all nursing activities on the local, state, and national levels.

ARTICLE III

SECTION 1

Eligibility

The membership of this organization will be composed of the following:

- a. **Nurse Members:** Professional nurse with current Arizona licenses engaged in the field of medical management or rehabilitation management.
- b. **Non-Nurse Members:** Rehabilitation or professional healthcare providers in related fields who are interested in promoting the purpose of the organization. Members are not eligible to vote, with the exception of those elected or appointed to the Board of Directors.
- c. Membership in this organization shall be in accordance with the purposes stated in Article II.
- d. Any nurse member who becomes employed in a position which would make her/him ineligible to be nurse member, shall be allowed one to two years to return to a position within Medical Management field, and will be able to retain nurse membership during that year.

SECTION II Acceptance

Any applicant eligible for membership under these By-Laws may apply for membership.

- a. Acceptance into this organization will be done by written application to the Board of Directors and acceptance by the Board of Directors
- b. Renewal applications must be completed on an annual basis as determined by the Board of Directors.
- c. Applications for full membership will include nursing license number with expiration date. If an applicant is not accepted, the applicant may file an appeal for admission to the Board of Directors for further review and consideration. The Board's determination shall be final.
- d. All applications are the sole property of RING, and will not be sold or distributed for commercial purposes.
- e. All applications will be shredded on an annual basis. An electronic copy will be maintained.

SECTION III Dues

- a. Annual dues for members will be determined by the Board of Directors.
- b. Payment of dues will be expected at or by the September meeting to ensure inclusion on membership list. List available to members only upon request.
- c. Membership renewal notice will be provide to all members by 8/15/10.

SECTION IV Benefits and voting rights

- a. **"Nurse Members"** will have full membership privileges including voting, the right to hold office, and an invitation to all regular meetings and social events.
- b. **"Non-Nurse Members"** will be invited to attend all regular meetings and social events, but will not be eligible to vote with the exception of those elected or appointed to the Board of Directors.

SECTION V Termination

Termination from membership statues will result from the following:

- a. Non-payment of dues or fees owed to RING. A sixty-day grace period will be allowed after a written notification by the Board.
- b. Revocation or lapse of nursing license or falsifying a professional license.
- c. Failure to comply with eligibility requirements.
- d. Unprofessional conduct or illegal behavior.

Termination from the Board of Directors will result for the following reasons:

- a. A Board Member fails to repeatedly perform his/her duties.

- b. A Board Member fails to attend two Board meetings without prior notification.
- c. A quorum of the Board of Directors may determine that that the Board Member needs to be replaced.
- d. A quorum of voting members of RING may determine that the Board Member needs to be replaced.

ARTICLE IV

MEETINGS

SECTION I Meetings

- a. Regular meetings may be held at monthly intervals, starting in September and ending in June. There will be no regular meetings during July or August.
- b. The Board reserves the right to change the frequency, date and time of the meetings in order to serve the needs of the members.
- c. The President will preside over the meetings and will delegate to the President-Elect or other Board Members in the event of absenteeism.
- d. Annual dues and applications may be taken at any meeting. All potential members are encouraged to submit applications and dues at the first meeting in September. Annual dues are not refundable.
- e. The annual RING business meeting will be held in June with the installation of the newly elected officers occurring at that time.
- f. A letter, flyer or electronic communication announcing the time, place, speaker and other information pertaining to the meeting will be sent to all members no later than ten days prior to each scheduled meeting.

ARTIVLE V

OFFICERS

SECTION 1 Board of Directors

- a. The Board of Directors will consist of nine officers: President, President-Elect, Past President, Secretary, Treasurer, and four Members-At-Large.
- b. The business of RING shall be managed by its Board of Directors who shall be responsible for establishing and maintaining the policies governing RING.
- c. The notice or waiver of notice of any meeting of the Board need not specify the business to be transacted at, or the purpose of, such meetings.
- d. At all meetings of the Board a majority of the total number of officers present shall represent a quorum and may adjourn the meeting to another time without further notice.

- e. Meeting attendance and voting by telephone or similar communication by means of which all persons participating can hear each other is acceptable and shall constitute presence at a Board Meeting.

SECTION II Election Process

- a. The Board of Directors will meet by March to finalize candidates for new offices for the upcoming year.
- b. Nominations will be presented to the membership in April or May.
- c. The consent of all persons whose names are on the ballot is to be obtained by the Board of Directors.
- d. A ballot announcing the annual election to all members will be mailed, faxed, or e-mailed to all voting members during May. The Secretary or another member of the Board will be responsible for the ballots.
- e. Officers shall be elected by mail vote, fax or e-mail transmission as provided by these By-Laws. The votes cast by mail or otherwise shall be counted by the Board and the person receiving the most votes shall be declared the winner.
- f. Results of the annual election will be announced at the June business meeting. Installation of the newly elected officers will be held at the June meeting.

SECTION III Term of Office

- a. The term of office for all officers (except President-Elect) will be two years or until his/her successor is elected. All officers may be re-elected to another two-year term.
- b. Upon election to the office of President-Elect, the newly elected officer agrees to transition to the office of President for the subsequent two-year period and Past-President for one additional year.

SECTION IV Vacancies

- a. Vacancies on the Board of Directors will be filled by appointment of the Board.
- b. Appointed Board members must stand for election in the next scheduled RING election process.

ARTICLE VI

DUTIES OF OFFICERS

SECTION I President

- a. Will preside at all Board of Directors' and regular meetings.
- b. Will be ex-officio member of all Special Committees

- c. Appoint all members of committees, subject to the approval of the Board of Directors.
- d. Will perform all other such duties as are incidental to the office of the President, as designated by the Board of Directors.

SECTION 1I President-Elect

- a. President-Elect will succeed the President.
- b. Perform all duties of the President in the absence of the President, and when doing so will have the power of, and be subject to, the restriction of the Presidency.
- c. Assume Presidency in the event of an incumbent's inability to serve.
- d. Will be ex-officio member of all Special Committees.

SECTION 1II Secretary

- a. Keep minutes of all Board of Directors' meetings.
- b. Provide applications to new members.
- c. Oversee the notification of all Members and Directors by letter, fax, e-mail or telephone of time and place of each regular meeting at least ten (10) days prior to the scheduled meeting. This may be delegated to the Membership Committee.
- d. Keep accurate and up-to-date records of each member. This may be delegated to the Membership Committee.
- e. Maintain a file of all Board Meeting minutes and correspondences to be passed to the Secretary's successor.
- f. Submit a final report and all records, lists, and files to the new Board Secretary after the June meeting.

SECTION 1IV Treasurer

Shall remain fully advised as to the financial health of RING and shall regularly report to the Board on the finance adequacy of the accounting records of RING.

- a. Deposit all money belonging to the organization in a bank approved by the Board of Directors.
- b. Collect and deposit all membership dues.
- c. Keep itemized records of all dues collected.
- d. Pay by check, debit/credit card all bills approved by the Board of Directors. All reimbursements require the original receipts or copy of check.
- e. Before the disbursement of any funds exceeding, \$500.00, Board approval must be obtained.
- f. Report on financial condition of organization at times when called upon by the President.
- g. Present a final financial report at the Annual Meeting in June.
- h. All books and records will be audited on an annual basis by the new President-Elect, current President and current Past President.

- i. Pay annual bill for RING post office box, web site, telephone number and all other bills associated with maintenance of the RING organization. Maintain bank account for the organization.

SECTION V Members-At-Large

- a. Serve as a liaison between Membership and The Board.
- b. The President shall appoint each Member-At-Large to Chairmanship of Special Committees.
- c. Serve as Co-Chairperson of the annual RING Holiday Luncheon.
- d. Enlist financial and/or gift donations for the Annual RING Holiday Luncheon.

SECTION VI Past President

- a. Shall attend all Board of Director meetings and provide support and history as requested for the benefit of the Board.
- b. Shall serve as ex-officio member on Special Committees and assist in recruiting new Board members.

ARTICLES VII

COMMITTEES

SECTION 1 The following Special Committees may be established and convened at the discretion of the Board of Directors.

Membership

- a. Chairperson: Member-At-Large
- b. Seek-out and encourage new members
- c. Provide hospitality and welcome visitors
- d. Assist with social and special functions
- e. Correspond with ill or bereaved members
- f. Assist the Board Secretary

Nominations

- a. Chairperson: Member-At-Large
- b. Responsible for proposing members as appropriate persons for election as officers

By-Laws

- a. Chairperson: President or Past President
- b. Responsible for annual review and proposed revision of By-Laws.

Education Committee

- a. Chairperson: Overseen by Board of Directors.

- b. One to two other volunteers
- c. Plan speaker presentations
- d. Obtain CEU
- e. Follow RING Education Committee procedures

Ethics

- a. Chairperson: President
- b. Review standards of rehabilitation’s nursing practice and make appropriate recommendations regarding applications of practice

Legislative

- a. Chairperson – Past President
- b. Acts as liaison between membership and legislative processes in order to provide current legislative activities related to nursing issues relative to the field of Medical Management.

ARTICLE VIII

AMENDMENTS

SECTION 1 The Board of Directors may initiate and recommend By-Law changes. All changes and amendments require a quorum vote of the voting members or Board members. Such action may take place at a regular or special meeting for which written notice of the purpose shall be given prior to the meeting. Current By-Laws are posted on the Ring Website.

ARTICLES IX

DISSOLUTION

SECTION 1 In the event of dissolution of this organization, the Board will submit a proposal to the membership regarding disbursement of existing assets.

ARTICLE X

LIABILITY, INDEMNIFICATION AND INSURANCE

Limitation of liability – No Director or Officer of RING shall be liable for damages resulting from the exercise of judgment or discretion in connection with the responsibilities of such Director or Officer except to the extent dictated by law.