

**New York State  
Intellectual Disabilities  
Developmental Disabilities  
Nurses' Association, Inc.**



**Standing Rules**

*Revised May 2007 and October 2011*

# **Standing Rules**

Adopted 11/14/89  
(other dates noted in parenthesis)

## ***Executive Board***

1. As per Article XII Section I, Item A: Business meetings of the Executive Board shall be guided by "Roberts Rules of Order" Newly Revised. (See "How Business is Conducted")
2. Minutes of Executive Board meetings shall be distributed by the Recording Secretary to all Executive Board members within 30 days of the meeting. (Adopted 4/89)
3. Reimbursement of meal expenses:
  - A. In the event that the Board meeting extends through a regular meal time(s), all Board members attending in an official capacity will have the cost of the meal paid by the organization.
  - B. In the event that the travel to and/or from the Board meeting extends through a regular meal time(s), all Board members attending in an official capacity will have the cost of the meal paid by the organization.
4. Executive Officers, Zone Chairperson(s), Zone Officers, Zone Representatives and Standing Committee Chairs will be reimbursed for travel to and from Executive Board meetings at the current federal mileage reimbursement rate, providing reimbursement is not received from another source. Officers and Standing Committee Attendees are expected to share double rooms for overnight stays. The Association will pay for a single room if there is an uneven number of persons attending. If a member requests a single room, the association will pay for half of the room rate.
  - A. Officers and Standing Committee Chairs traveling over public transportation to Executive Board meetings or other official business will be reimbursed at the current federal mileage reimbursement rate, or the actual fare, whichever is less.
  - B. This reimbursement rate will be reviewed and adjusted annually.
  - C. Vouchers for reimbursement shall be submitted to the Treasurer within 30 days of the meeting.
5. The Past President will have the option to be an advisory non-voting member of the Executive Board.

## ***President Elect and Corresponding Secretary***

1. The President Elect and Corresponding Secretary shall be responsible for developing a procedure for contacting, and assisting in organizing, those ID/DD Zones not having "organized" status.
2. Upon receipt of membership dues and application form(s), from an individual employed or residing in a zone that does not have "organized" status, the Treasurer will provide that information to the President Elect and Corresponding Secretary-
3. The Corresponding Secretary shall:
  - a. engage in public relations projects which promote professional development of nurses working in the ID/DD field.

- b. act as liaison to DDNA and other professional organizations which enhances the philosophy of the Association.
- c. oversee the creation and publication of the Newsletter.
- d. act as historian of records.
- e. manage Corporation correspondence.

### ***Statewide Treasurer's Responsibilities***

1. Maintain accounts of statewide ID/DD Nurses' Association to include a debit/credit record for each fiscal year.
2. As necessary for the business of the organization, prepare and distribute checks on a timely basis.
3. Maintain checkbook registry.
4. Account for total of all bank deposits. (Example: total deposit is \$120 for 3 memberships at \$40/member; or deposit is \$200 for 5 memberships at \$40, plus \$270 conference registration, for a total deposit of \$470.)
5. Maintain current zone membership lists from data supplied by management firm.
6. Treasurer will ensure that membership cards are issued on a monthly basis as dues are received.
7. Treasurer provides current mailing lists as needed for the business of the organization.
8. Submit a written interim Treasurer's Report at each Executive Board meeting.
9. At least annually, audit Zone Treasurer's Reports.
10. At Annual Meeting, submit to the membership for approval/acceptance, a written financial report for the previous fiscal year.
11. Zone refunds will be distributed after receipt of financial report, on an annual basis.
12. Will secure services of a Professional Financial Advisor, for audit purposes that is approved by the Executive Board annually.

### ***Executive Board/Committee Expense***

1. Any request for payment from the state Treasurer, MUST be accompanied by receipts. This includes postage.
2. The Executive Board has the final decision to have the Treasurer reissue the organization's checks if not cashed within 60 days of receipt.

***Standing Rules***  
***Approved by Executive Board - 9/19/89***  
***Revised at Membership Meeting 10/07***

**Conferences** - if a member is a presenter.

1. Honorarium(a) will not be paid.
2. Travel will be paid at the current federal mileage reimbursement rate.
3. Room, or shared room, for the presenter will be paid for by the organization.
4. Conference registration fee and banquet expense for the presenters will be waived.
5. Meals, other than those included with the conference registration and banquet (as stated above), will not be provided.
6. When the presentation is done by more than one member, the above will be shared between/among them.

***Standing Rules for Zones***  
***in the NYS ID/DD Nurses' Association***  
***Approved 3/90***

***Zone Organization***

1. To be considered "organized", a zone must have a designated Zone Chairperson/President and have regularly scheduled meetings.

***Zone Officer Responsibilities***

1. Zone Chairperson/President shall:
  - notify the Corresponding Secretary of the NYS ID/DD Nurses' Association of the meeting schedule for the next calendar year, within 30 days of the fourth quarter meeting of the present year.
  - notify all zone members of the meeting schedule, including date and location, for the next calendar year.
2. Zone Secretary shall:
  - maintain minutes of zone meetings, and send them to zone members within 30 days of the meeting.
3. Zone Treasurer shall:
  - complete a zone treasurer's report for the zone meeting and include it as part of the minutes.
  - be responsible for maintaining the zone fiscal account and for completing a fiscal report to the state Treasurer for the previous four quarters, within 60 days of the close of the fiscal year.

- receive the financial report from the state Treasurer, with the last reported membership figures, update the report and submit it to the statewide Treasurer annually.

- include the zone treasurer's report with the organizational report at the Annual Meeting.

4. Zone Representative(s) shall:

- attend all Executive Board meetings.

- present to the Executive Board, issues and concerns as directed by the zone membership.

- present to the Executive Board, a report of the zone meetings, including dates and attendance.

- report proceedings of the Executive Board meeting to the zone membership.

- zone officers can assume zone representative's duties in their absence.

## ***Zone Membership***

1. A set amount of the membership dues received will be returned to the zone treasurer, or designated individual.

2. Zones must have checking or savings account with the organization's ID number, or no funds will be issued.

3. No organizational funds are to be in an account with an individual's name, or utilize an individual member's social security number.

4. It is preferred that zone bank accounts require two signatures to remove funds.

5. If a zone does not have a designated Chairperson/President, no refunds for memberships received will be made.

6. Zone membership refunds will not be returned for years prior to becoming organized.

7. Members will be placed in zones based on the county of employment but may request a transfer to an alternate zone if driving time to zone meetings or practicalities of meeting attendance make an alternative placement desirable.

8. If a member is not employed, or is retired, the membership will be based on the county of residence. The member may request transfer to an alternate zone if driving time to zone meetings or practicalities of meeting attendance make alternate placement desirable.

9. A member who has a preference for zone membership in other than the county of employment or residence, must notify the Executive Board on the membership application form or by transfer form.

10. Membership runs from April 1<sup>st</sup>, or date received, through March 31<sup>st</sup> of the following year.

## ***How Business is Conducted:***

### **Committee Meetings**

If no one is designated as the chair of a committee, the first person named calls the first meeting. The following is the agenda for the first meeting.

1. The committee elects a chair if no one is named.
2. A secretary is appointed to record proceedings.
3. The committee discusses the purpose and approaches to the committee "charge".
4. Tasks that are to be completed before the next meeting are assigned.
5. The time of the next meeting is set.

### **Committee Reports**

Reports of activities and recommendations are prepared by committees when discharging their responsibilities and should contain the following.

1. A quotation of the motion that called for the committee to be established.
2. A list of members.
3. A brief summary of the meetings held, concerns, approaches discussed, background of conclusions, and a clear statement of the actual conclusion.
4. A section on the recommendations which have been approved by the committee.
5. Date and signature of the committee chair.
6. Committee members not in agreement with the report may prepare what is called a "minority" report to be submitted at the same time. This is always done with the knowledge of the chair.

### **Minutes**

Minutes are a permanent record of proceedings of a committee and of the general meetings of the organization. They are prepared by the "secretary" or person chosen to take the minutes and must be brief, clear and objective. Except where it is required to have a verbatim stenographic record of meetings (required by some large organizations by constitution or bylaws), discussions may be summarized. Minutes must include the following basic items:

1. The meeting date, times and place.
2. The name of the "chairperson" and members attending. If members have been previously excused, this should be noted so they are not "absent".
3. All proper motions made, including the name of the person who makes the motion and the person who seconds the motion. This includes motions to reorder and accept, and setting the time for adjournment.
4. All "rulings" of the chairperson, situations that arose to require a ruling, and any challenges to the rulings, with the results of the challenge.

5. A summary of all debates or discussions.
6. The results of all votes.
7. A list of all reports and/or documents introduced during the meeting with a copy of each attached to the official minutes.
8. Any action taken at a meeting should be labeled so it can be referenced and follow-up action taken as appropriate.
9. The time of adjournment.
10. Signature of the person submitting the minutes

### **Coding for Reference**

The implementation and/or follow-up of items from a meeting can be facilitated if the secretary or person taking minutes completes a list of "actions" when preparing the minutes.

By a form of coding or labeling, the secretary can reference the particular meeting and the page of the minutes on which it can be found.

A list of all activities, with a brief description of the activity, the name of the person or persons responsible and a date for completion or reporting should be included with the minutes.

If this list is carried from one set of minutes to the next (preferably at the beginning of the minutes) it will serve as a constant reminder to the responsible persons. The items on the list should only be deleted when the "body" (committee or board or assembly) is satisfied that the task has been completed.