

2012**DEVELOPMENTAL DISABILITIES NURSES OF NEW HAMPSHIRE
(DDNNH)
ORGANIZATION BYLAWS**

The Developmental Disabilities Nurses Association (DDNA) was founded in 1992 to meet the professional needs of nurses serving individuals with developmental disabilities. The DDNA represents the collective interests of its members through a national structure and regional networks. To more directly serve members and to provide an avenue for local networking and support, the DDNA encourages member nurses within each state, regional area, or city to form DDNA Nurse Networks.

The New Hampshire network, known as the **Developmental Disabilities Nurses of New Hampshire (DDNNH)**, was informally established by a group of nurses with the purpose of sharing knowledge particular to their area of practice, and formally established on June 29, 1994. The DDNNH is committed to broadening the knowledge of all nurses and other professionals involved in supporting individuals with developmental disabilities, as well as all other interested parties.

The DDNNH promotes the DDNA Mission Statement:

“As nurses in the specialized field of developmental disabilities, our mission is to continue to develop our expertise in order to assure the highest quality of life to the people we serve throughout their life span. The D.D.N.A. exists to provide opportunities for the exploration of common issues and concerns, education and professional recognition to those nurses involved in the lives of individuals with developmental disabilities.”

Article I – Name

Section 1

This voluntary, non-profit organization in the State of NH shall be known as “Developmental Disabilities Nurses of New Hampshire,” and shall be known also by its acronym, “DDNNH.”

Article II – Purpose

Section 1

The purpose of this non-profit organization shall be:

- a. To establish and promote standards for the enhancement of nursing practice in the field of developmental disabilities;
- b. To welcome and encourage new nurses in the field of developmental disabilities and be available for mentoring;
- c. To serve as a resource for new developments in developmental disabilities nursing practice and support mutual sharing of information and views which foster the growth of the profession;
- d. To serve as a liaison to other professional organizations that directly or indirectly address the field of developmental disabilities; and
- e. To sponsor quality educational programs oriented toward best practices in developmental disabilities nursing.

Article III – Membership

Section 1

- a. Regular membership shall be open to Registered Nurses and Licensed Practical (Vocational) Nurses, upon payment of annual dues for the fiscal year.
- b. Application for membership shall include current nursing license number and payment of the annual fee.
- c. Membership entitles a member to hold office, serve as chairperson or member of any committee, and to have a single vote in the election of officers.
- d. Membership in the DDNNH shall be unrestricted by consideration of nationality, race, creed, color, sex, or handicap.

Section 2

- a. Dues shall be established at the annual June meeting.

Article IV – Officers

Section 1

- a. There shall be the following elected officers:
 - 1) President (The President’s office is assumed by the Vice President in the subsequent term)
 - 2) Vice President
 - 3) Secretary
 - 4) Treasurer

5) Developmental Disabilities Nurses Association (D.D.N.A.) Liaison

- b. The President shall ensure that all participants are accorded adequate time, decide when to end debate on each topic, use appropriate questions to elucidate information or re-direct discussion, and summarize proceedings with an emphasis on decisions taken and future plans, and act as an informed and diligent leader as DDNNH continues to grow and carry out its mission.
- c. The Vice President shall perform the duties of the President if absent, and other duties as assigned by the President, and act as an informed and diligent leader as DDNNH continues to grow and carry out its mission, including notifying the membership of educational opportunities that promote the mission of the DDNNH. The Vice President shall automatically assume the duties of the President in the subsequent term.
- d. The Secretary shall ensure that minutes are recorded of all proceedings of the monthly meeting, and other duties as assigned. The Secretary shall hold office for a period of two years, elected in the even years, alternating election every other year with the Treasurer.
- e. The Treasurer shall perform the duties of the financial officer, including, but not limited to: Payment of expenses, preparation of monthly financial reports, custodial care of the organization's checking and savings accounts, and will report directly to the membership monthly. In addition, the Treasurer shall perform other duties as assigned. The Treasurer shall hold office for a period of two years, elected in the odd years, alternating election every other year with the Secretary.
- f. The D.D.N.A. Liaison shall attend and update the DDNNH meetings at least quarterly regarding D.D.N.A. activities and events, shall update the D.D.N.A. on DDNNH activities quarterly and annually, and shall be the recipient of the Jeanne L. Fitts, ARNP, annual memorial D.D.N.A. conference scholarship, funds permitting. The D.D.N.A. Liaison shall be elected annually.

Section 2

- a. An elected officer's term of office shall be for two years, beginning May '07, with the exception of the D.D.N.A. Liaison, whose term shall be for one year.
- b. An officer who does not fulfill the responsibilities of that office may be relieved of office by a majority vote of members.
- c. Any officer who vacates his/her office before the expiration of the term may be replaced by a majority vote of members.
- d. Anyone may run for office consecutively.
- e. Elections shall be held during either the May or the June meeting, depending upon the D.D.N.A. Annual Convention scheduling. Electronic voting shall be available for members at least one week prior to the meeting unless there is only one nominee for the respective position.
- f. Nominations for officers shall be held during the April DDNNH meeting.

Article V – Meetings

Section 1

- a. There will be an Annual Membership Meeting in June. Written notification of the place, date, and time of the meeting shall be provided to all members in advance of the meeting.
- b. Meetings shall be held on the third Tuesday of each month from 9:30 am to 11:30 am, with the exceptions of the July, August, and November/December meetings. Meetings may extend until 12:00 pm to accommodate CEU presentations or as the need arises.
- c. The principle location of the DDNNH shall be 105 Pleasant Street, Concord, NH 03301. The organization may also meet at other places from time to time, as the business of the organization requires.

Article VI – Finances

Section 1

- a. Fiscal Year: The fiscal year of the DDNNH shall be July 1 through June 31.
- b. Dues for the DDNNH shall be established by the membership. Members shall forfeit all membership rights by non-payment of dues. Dues are payable annually with the membership period initiated when funds are received by DDNNH and the expiration day shall be the last day of the month for which the membership is issued.
- c. Signatures: checks, drafts, notes, and other documents of a fiscal nature may be signed by the President, Treasurer, and/or other such persons designated.
- d. Copies of bank statements shall be produced by the treasurer for review by the membership quarterly.

Article VII – Amendments

Section 1

- a. The bylaws may be amended by a majority vote of the membership.
- b. All changes shall be made available to the membership at the Annual Membership Meeting as a matter of general information.



Developmental Disabilities Nurses of New Hampshire
State Office Park South
105 Pleasant Street – Main Building
Concord, NH 03301
(603) 271-5034
<http://www.dhhs.nh.gov/DHHS/BDS/DDNNH>