



**INDIVIDUAL MEMBERSHIP DIVISION OPERATING POLICIES AND PROCEDURES
OF THE
AMERICAN NURSES ASSOCIATION**

As amended – February 2023

ARTICLE I. AUTHORITY, PURPOSE, AND FUNCTIONS

Section A. Authority

The Individual Membership Division (IMD) of the American Nurses Association (ANA) was established by an amendment to the ANA Bylaws on June 26, 2003.

Section B. Purpose

The purpose of the IMD shall be to provide the organizational structure to permit ANA individual members (those who elect to join ANA directly at the national level only) to participate in the governance of the IMD and ANA, as well as in the programmatic work of the ANA as expressed in the ANA Bylaws.

Section C. Functions

The Individual Member Division:

1. acts as a voice for IMD members.
2. promotes the practice, education, and research of IMD members to enhance the health and well-being of individuals, families, and communities.
3. participates with ANA and other national nursing organizations for the collection, analysis, and dissemination of information relevant to nursing.
4. promotes the professional, intellectual, and leadership development of IMD members.
5. maintains communication with IMD members.

ARTICLE II. MEMBERSHIP, DUES, AND BENEFITS

Section A. Membership

1. The IMD shall be comprised of individual registered nurses who elect to join the ANA directly when the such option exists under ANA Bylaws.

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2. An individual member shall meet the qualifications and responsibilities as outlined in the ANA Bylaws and the IMD Operating Policies and Procedures and be entitled to all benefits of member status.
3. An individual member shall be a registered nurse:
 - a. who elects to join ANA directly; this membership option is contingent upon the agreement between the Constituent and State Nurses Association (C/SNA) and ANA; or
 - b. who resides or works where there is no C/SNA and elects to join ANA directly; or
 - c. who resides or works in a state in which ANA has an agreement for this membership category; or
 - d. who is categorically excluded from holding elective office in C/SNA governance.
4. To be qualified as an individual member, a registered nurse:
 - a. must have been granted a license to practice as a registered nurse in at least one state or territory of the United States and does not have a license under suspension or revocation in any state or is otherwise entitled by law to practice, and
 - b. may, in accordance with the IMD Operating Policies and Procedures, be a nurse in recovery who has surrendered a license to practice or a nurse who has retired and/or no longer chooses to practice, but whose license was in good standing with his/her licensing board at the time the nurse made the decision not to maintain an active license.
5. Membership in the individual member category shall be unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, or sexual orientation.

Section B. Dues

1. Members of the IMD shall pay dues; the amount of which shall be established by the ANA Membership Assembly dues policy.
2. A portion of the individual member dues will be remitted to the C/SNA of the state in which the nurse resides or is employed under a voluntary agreement between ANA and the C/SNA.
3. Transfer from the IMD to a C/SNA shall be in accordance with ANA Bylaws. Additional dues shall not be required nor refunded to members transferring from the IMD to a C/SNA or a C/SNA to the IMD if the member has made full payment of dues.

Section C. Benefits

Each member shall be entitled to all benefits of member status, including the right to:

1. receive a membership card and the ANA member periodical.
2. be a candidate for ANA elective and appointive positions in accordance with the ANA Bylaws and applicable policies.
3. nominate, run for, and participate in the election of IMD officers and representatives to the ANA Membership Assembly (ANA-MA) and be a candidate for IMD appointive positions.
4. participate in the meetings of the IMD.
5. attend the meetings of the ANA-MA and other unrestricted ANA activities.
6. attend the Quadrennial Congress of the International Council of Nurses.
7. Submit professional policy proposals and bylaws amendments for consideration by ANA.

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Section D. Obligations

Individual members shall have the obligation to:

1. uphold the Operating Policies and Procedures of the IMD and the bylaws of ANA.
2. abide by the ANA *Code of Ethics for Nurses with Interpretive Statements*.
3. pay dues as required by the IMD and ANA.
4. fulfill the requirements of an office or committee if elected or appointed.
5. maintain privileged and/or confidential material appropriately.
6. accurately communicate IMD statements or business.

Section E. Disciplinary Action and Appeal

1. Cause for disciplinary action by the IMD against a member shall be limited to failure to fulfill the obligations as cited in these Operating Policies and Procedures, as well as other actions detrimental to the purposes and functions of the IMD and ANA.
2. Disciplinary proceedings shall be conducted by the IMD Executive Committee in accordance with procedures established by the Executive Committee.
3. Depending on the severity of the violation, a member may be reprimanded, censured, suspended from membership, or permanently expelled from membership. The action shall be imposed upon the vote of a majority of the members of the Executive Committee.
4. A member may appeal any disciplinary action in accordance with procedures established by the IMD Executive Committee. The disciplined member will submit a written appeal request within 30 days to the ANA-designated staff support. The disciplinary action will be lifted by a two-thirds vote of the ANA Board of Directors.
5. Any disciplinary action taken by a C/SNA member against one of its individual members shall be given full recognition and enforcement by the IMD, provided such action was taken in accordance with the disciplining C/SNA member's bylaws and disciplinary procedures.

ARTICLE III. MEETINGS

Section A. Meetings of the IMD Membership

At a minimum, a regular biennial meeting of the IMD membership shall be held via conference call or electronic means, which allows for all participants to simultaneously hear and speak to each other. Special Meetings of the IMD Executive Committee or IMD Membership may be called by the IMD Executive Committee.

Section B. Notification of Meetings

Members will be notified at least 30 days in advance for regular meetings or seven (7) days for special meetings of the date and time of the meeting through an email to each member and/or through a notification in an ANA member periodical or direct email.

Section C. Quorum

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The quorum to transact business at any meeting of the IMD shall consist of those members present at the date and time of the meeting, which shall include either the IMD Chairperson or Vice-Chairperson and the second elected ANA MA Representative.

ARTICLE IV. EXECUTIVE COMMITTEE

Section A. Definition

The Executive Committee is elected by the IMD membership and is authorized to conduct business on behalf of the membership that will assist and support the purposes and functions of the IMD between meetings.

Section B. Composition

The Executive Committee shall be comprised of three (3) IMD officers: A Chairperson, a Vice-Chairperson, a Secretary, and two (2) Members-at-Large. Each shall have voting privileges. IMD candidates and officers must not have a conflict of interest concerning the ANA and any competing organization.

Section C. Responsibilities

The responsibilities of the Executive Committee are to:

1. provide for the implementation of action and directives of the IMD membership.
2. establish policies and provide for the transaction of business and coordination of IMD activities in the interim between biennial membership meetings.
3. establish committees as necessary to implement its functions.
4. make appointments and fill vacancies as necessary and as provided for in the IMD Operating Policies and Procedures.
5. assume such duties as may be prescribed elsewhere in the IMD Operating Policies and Procedures and by the IMD.

Section D. Duties of Officers

1. Duties of the IMD Chairperson – The Chairperson shall:
 - a. serve as the official representative of the IMD; and the **first** elected IMD Representative to the ANA MA.
 - b. attend the ANA Leadership Council as a voting member on behalf of the IMD.
 - c. keep apprised of issues and updates by regularly participating in ANA meetings, conference calls, and webinars.
 - d. plan and facilitate, in coordination with assigned ANA staff, and preside over all regular and special meetings of the IMD Executive Committee and the membership.
 - e. respond to individual member inquiries; and
 - f. establish the order of the agenda for meetings of the IMD membership.

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2. Duties of the Vice-Chairperson – The Vice-Chairperson shall:
 - a. assume the duties of the Chairperson in the Chairperson’s absence or at the discretion of the Chairperson.
 - b. collaborate with the IMD Chairperson on agenda development for all meetings and provide input and feedback on all matters of importance related to the IMD.
 - c. serve as the **third** elected IMD Representative to the ANA MA, as needed.
 - d. attend the ANA Leadership Council as the IMD designee of the Chairperson, in the event the Chairperson is unable to attend.
3. Duties of the Secretary – The Secretary shall:
 - a. ensure that the records of IMD meetings, both membership and Executive Committee meetings are maintained.
 - b. provide draft meeting minutes, record, and coordinate other IMD messaging for Executive Committee approval, as required.
 - c. provide all final records for archiving and dissemination, in coordination with the IMD Chair and assigned ANA staff, as appropriate.
 - d. serve as the **fourth** elected IMD Representative to the ANA MA, as needed.
 - e. attend the ANA Leadership Council as the IMD designee of the Chairperson, in the event the Chairperson and/or Vice-Chairperson is unable to attend.
4. Duties of the Members-at-Large – the Members-at-Large shall:
 - a. serve the interests of the IMD membership and contribute as Executive Committee members.
 - b. serve as the **second and fifth**, as needed, elected IMD Representatives to the ANA MA.

Section E. Terms of Office

1. The term of office for members of the Executive Committee shall be for two (2) years or until their successor is elected.
2. An Executive Committee member may serve no more than two (2) consecutive terms in any one position.
3. An Executive Committee member who has served more than half a term shall be considered to have served a full term.
4. No member may serve more than eight (8) consecutive years on the Executive Committee.

Section F. Vacancies

1. In the instance of a vacancy between elections, the IMD Chairperson may appoint an individual member subject to ratification of the IMD Executive Committee to fill the said vacancy until the next scheduled election for that position.
2. If the IMD Chairperson’s office becomes vacant during a term, the Vice Chairperson shall assume the office of the Chairperson.
3. In the event two (2) offices become vacant, a special election shall be held if such vacancies occur more than 180 days before the next regularly scheduled election.

Section G. Meetings

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1. A regular meeting of the Executive Committee shall be held no later than one month before the IMD membership meeting. Other meetings may be scheduled to fulfill official responsibilities.
2. The Chairperson shall call a special meeting at the request of a majority of the Executive Committee.
3. Meetings shall be held telephonically or electronically if the members can simultaneously hear and speak to each other.

Section H. Quorum and Voting

1. Two-thirds (2/3) of the Executive Committee constitute a quorum.
2. When an Executive Committee member is unable to attend a meeting, a proxy vote will be allowed through advance notification to the Chairperson. Such transactions shall be reported at the next regular meeting of the IMD.
3. The Executive Committee may act via email or other electronic media.

Section I. Removal of Executive Committee Members

1. A member of the Executive Committee who demonstrates behavior, as determined by the Executive Committee, that is not consistent with the mission, values, or expectations of the IMD may be removed by a three-fourths (3/4) vote of the remaining members of the Executive Committee, provided that notice of the intent to take such action is given to all Executive Committee members at least 30 days in advance of the regular or special meeting at which the motion to remove is introduced.
2. Said Executive Committee member shall have the right to be present and to speak on his/her behalf but shall not be allowed to be present during deliberation nor to vote.
3. Voting shall be by ballot, which may be delivered electronically if a face-to-face meeting is not possible.

ARTICLE V. RELATIONSHIP TO ANA

Section A. ANA Membership Assembly

1. Representatives
 - a. Based on the ANA apportionment policy, at a minimum, the IMD is entitled to two (2) Representatives to the ANA Membership Assembly, the governing and official voting body of ANA.
 - b. Each elected member of the IMD Executive Committee (EC) is eligible to attend the ANA Membership Assembly in the order listed under Article IV, Section D
 - c. The determination of elected IMD EC members that attend the ANA Membership Assembly beyond the two (2) entitled to attend under the ANA apportionment policy is made based on the level of travel funding allocated to the IMD EC in the ANA budget.
 - d. Alternates to the ANA MA shall be elected each year in accordance with Article VI of these Operating Policies and Procedures.
 - e. If more than five (5) Representatives to the ANA MA are to be seated, Alternates will be seated as Representatives beginning with the Alternate that received the highest number

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of votes in the previous election and continuing with the Alternates that received the next highest number of votes as needed until all seats are filled.

- f. The additional Representatives will serve during the upcoming ANA MA only.
2. Alternates
 - a. IMD Executive Committee members who are not seated as Representatives will serve as Alternates.
 - b. If more than five (5) Representatives to the ANA MA are to be seated, Alternates will be seated as Representatives beginning with the Alternate that received the highest number of votes in the previous election and continuing with the Alternates that received the next highest number of votes as needed until all seats are filled.
 - c. Alternates will serve during the upcoming ANA MA, only.
3. Qualifications and Responsibilities of IMD Representatives to the ANA Membership Assembly
IMD Representatives to the ANA Membership Assembly shall:
 - a. be individual members of the IMD in good standing.
 - b. keep current on ANA's policies, positions, and nursing/healthcare trends.
 - c. be available to travel, in the capacity of an elected Representative to the annual ANA Membership Assembly (June or July of each year).
 - d. review and remain current with the ANA Bylaws.
 - e. review and remain current with the IMD Operating Policies and Procedures.
 - f. abide by the ANA *Code of Ethics for Nurses with Interpretive Statements*.
 - g. understand ANA principles.
 - h. remain current and develop an understanding of proposed bylaws amendments/slate of candidates for national elections and rules.
 - i. understand the ANA MA Standing Rules for the Conduct of Business.
5. Vacancies
 - a. Vacancies of the IMD Representatives to the ANA MA shall be filled within the elected IMD Alternate(s) in descending order of the Alternate Position.
 - b. The individual Alternate elected shall serve for the unexpired portion of the one-year term.

Section B. ANA Leadership Council

1. The IMD is entitled to two (2) representatives for the ANA Leadership Council, who shall be the IMD Chairperson and the IMD Executive Director, or their designees.
2. The IMD shall be allowed one (1) vote to be cast by the Chairperson of the Executive committee or designee.

ARTICLE VI. NOMINATIONS AND ELECTIONS

Section A. Nominations

1. Only members of the IMD may be nominated for the Executive Committee or as a Representative to the ANA MA, as allowed by apportionment.

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2. Members of the IMD may self-nominate or nominate another member of the IMD in accordance with procedures published by assigned ANA Staff.
3. Nominees must meet all established qualifications and shall consent to serve.

Section B. General Election Policies

1. Elections for the Executive Committee and Representatives and alternates to the ANA MA shall be by secret ballot, which may be by mail or electronic means.
2. The ballot shall allow for write-in votes for each office or position for the Executive Committee.
3. Members-at-Large are elected and seated based on the individuals receiving the highest number of votes in the election for which Members-at-Large are elected.
3. A plurality vote shall constitute an election; in case of a tie, the choice shall be determined by lot.

Section C. Executive Committee

1. Elections for the Executive Committee shall be held every year and shall take place during the first six (6) months of the year.
2. The Chairperson and Secretary and Member at Large #2 shall be elected in even-numbered years. The Vice-Chairperson and Member-at-Large #1 shall be elected in odd-numbered years.
3. The newly elected Executive Committee members will begin their terms on the 1st of July of the year in which they are elected.

***PROVISO:** To comport with these amended Operating Policies and Procedures, the term of the Member-at-Large serving as the 2nd representative, elected in 2021 will be extended (by lot) until 2024. Beginning with the 2023 election cycle, one member at-Large will be elected each year.*

ARTICLE VII. IMD OPERATIONAL SUPPORT:

ANA will provide designated staff support, which will function in the role of IMD Executive Director who shall.

1. give, or cause to be given, a notice of all meetings of the IMD Executive Committee, unless notice thereof is waived.
2. supervise the custody of all IMD records and reports, including nominations for elections and election results, and shall be responsible for the keeping and reporting of adequate records of all IMD meetings.
3. work in collaboration with the designated ANA Staff, ANA Chief Nursing Officer, and IMD Chairperson to review and determine an appropriate IMD budget that aligns with strategic and engagement priorities.
4. perform such other duties as necessary to assure the competent functioning of the IMD in accordance with these guidelines and as determined by the ANA Chief Nursing Officer

ARTICLE VIII. COMMITTEES

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The Executive Committee may establish ad hoc committees as necessary and will appoint IMD members to those committees. IMD committees shall conduct their work electronically.

ARTICLE IX. AMENDMENT OF IMD OPERATING POLICIES AND PROCEDURES.

These IMD Operating Policies and Procedures may be amended through a majority vote of the participating members during a properly noticed IMD membership meeting. Any amendments made that are related to grammatical, formatting, or cleanup of a non-substantive manner may be made without a vote of IMD membership. Any proposed substantive amendment must have been reviewed by the ANA Committee on Bylaws for conformity with ANA Bylaws who in turn will make a recommendation to the ANA Board of Directors regarding approval.

ARTICLE X. PARLIAMENTARY AUTHORITY.

The current edition of Roberts Rules of Order, Newly Revised, shall govern all parliamentary questions that are not provided for in the law, ANA Bylaws, or these IMD Operating Policies and Procedures.

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