

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

Department of the Treasury Internal Revenue Service

The organization may have to use a copy of this return to satisfy state reporting requirements

A For the 2004 calendar year, or tax year beginning 2004, and ending

- B Check if applicable: Address change, Name change, Initial return, Final return, Amended return, Application pending

C Name of organization: AMERICAN HOLISTIC NURSES ASSOCIATION, INC.
Number and street (or P.O. box if mail is not delivered to street address) Room/suite
P.O. Box 2130
City or town, state or country, and ZIP + 4
Flagstaff, AZ 86003-2130

D Employer identification number: 74-2164825
E Telephone number
F Accounting method: Cash, Accrual (checked), Other (specify)

Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

H and I are not applicable to section 527 organizations

H(a) Is this a group return for affiliates? Yes No (checked)
H(b) If "Yes," enter number of affiliates
H(c) Are all affiliates included? Yes No
H(d) Is this a separate return filed by an organization covered by a group ruling? Yes No (checked)

G Website:

J Organization type (check only one): 501(c) B (checked), 4947(a)(1) or 527

K Check here if the organization's gross receipts are normally not more than \$25,000. The organization need not file a return with the IRS, but if the organization received a Form 990 Package in the mail, it should file a return without financial data. Some states require a complete return.

I Group Exemption Number
M Check if the organization is not required to attach Sch B (Form 990, 990-EZ, or 990-PF) (checked)

L Gross receipts Add lines 6b, 8b, 9b, and 10b to line 12

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See page 18 of the instructions.)

Table with 21 rows and 4 columns: Description, Sub-description, Amount, Total. Includes Revenue (Total: 519,800), Expenses (Total: 515,753), and Net Assets (Total: 136,706).

ENVELOPE POSTMARK DATE MAR 15 2005

RECEIVED MAR 16 2005 IRS:OSC

SCANNED MAR 28 2005

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**Part II Statement of Functional Expenses**

All organizations must complete column (A) Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others (See page 22 of the instructions)

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I	(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22 Grants and allocations (attach schedule) (cash \$ _____ noncash \$ _____)	22			
23 Specific assistance to individuals (attach schedule)	23			
24 Benefits paid to or for members (attach schedule)	24			
25 Compensation of officers, directors, etc.	25			
26 Other salaries and wages . . . . .	26 177,564	133,173	44,391	
27 Pension plan contributions . . . . .	27			
28 Other employee benefits . . . . .	28 6,008	4,506	1,502	
29 Payroll taxes . . . . .	29 14,002	10,500	3,502	
30 Professional fundraising fees . . . . .	30			
31 Accounting fees . . . . .	31 12,689	12,689		
32 Legal fees . . . . .	32			
33 Supplies . . . . .	33 6,239	4,679	1,560	
34 Telephone . . . . .	34 5,676	4,257	1,419	
35 Postage and shipping . . . . .	35 16,087	12,065	4,022	
36 Occupancy . . . . .	36 19,314	14,485	4,829	
37 Equipment rental and maintenance . . . . .	37			
38 Printing and publications . . . . .	38 62,458	60,871	1,587	
39 Travel . . . . .	39 1,291	968	323	
40 Conferences, conventions, and meetings . . . . .	40 122,265	122,265		
41 Interest . . . . .	41			
42 Depreciation, depletion, etc (attach schedule) . . . . .	42 77	58	19	
43 Other expenses not covered above (itemize) <b>a Ads</b>	43a 5,429		5,247	182
<b>b Other</b>	43b 32,214	24,161	8,053	
<b>c Insurance</b>	43c 7,560		7,560	
<b>d Leadership Council Expense</b>	43d 17,345	17,345		
<b>e Computer Expenses</b>	43e 9,535	7,151	2,384	
44 Total functional expenses (add lines 22 through 43) Organizations completing columns (B)-(D), carry these totals to lines 13-15 . . . . .	44 515,753	429,173	86,398	182

Joint Costs. Check  if you are following SOP 98-2.

Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services?  Yes  No

If "Yes," enter (i) the aggregate amount of these joint costs \$ \_\_\_\_\_ ; (ii) the amount allocated to Program services \$ \_\_\_\_\_ ;

(iii) the amount allocated to Management and general \$ \_\_\_\_\_ ; and (iv) the amount allocated to Fundraising \$ \_\_\_\_\_

**Part III Statement of Program Service Accomplishments (See page 25 of the instructions.)**

What is the organization's primary exempt purpose? <b>Holistic Health Education</b>	Program Service Expenses (Required for 501(c)(3) and (4) orgs, and 4947(a)(1) trusts, but optional for others)
<b>a</b> <u>Conferences, annual convention and regional workshops are held to bring members, and other professionals together to educate regarding holistic nursing.</u> (Grants and allocations \$ _____)	122,265
<b>b</b> <u>The journal, video programming and newsletter keep members informed on new developments in the profession.</u> (Grants and allocations \$ _____)	56,112
<b>c</b> <u>Activities directly related to support education and promotion of holistic nursing.</u> (Grants and allocations \$ _____)	250,802
<b>d</b> _____ (Grants and allocations \$ _____)	
<b>e</b> Other program services (attach schedule) (Grants and allocations \$ _____)	
<b>f</b> Total of Program Service Expenses (should equal line 44, column (B), Program services) . . . . .	429,179

**Part IV Balance Sheets** (See page 25 of the instructions.)

		(A) Beginning of year		(B) End of year
<b>Note:</b> Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.				
<b>Assets</b>	<b>45</b> Cash - non-interest-bearing . . . . .		<b>34,226</b>	<b>45</b> <b>37,907</b>
	<b>46</b> Savings and temporary cash investments . . . . .		<b>79,969</b>	<b>46</b> <b>81,713</b>
	<b>47a</b> Accounts receivable . . . . .	<b>47a</b> <b>914</b>		
	<b>b</b> Less: allowance for doubtful accounts . . . . .	<b>47b</b>	<b>3,966</b>	<b>47c</b> <b>914</b>
	<b>48a</b> Pledges receivable . . . . .	<b>48a</b>		
	<b>b</b> Less: allowance for doubtful accounts . . . . .	<b>48b</b>		<b>48c</b>
	<b>49</b> Grants receivable . . . . .			<b>49</b>
	<b>50</b> Receivables from officers, directors, trustees, and key employees (attach schedule) . . . . .			<b>50</b>
	<b>51a</b> Other notes and loans receivable (attach schedule) . . . . .	<b>51a</b> <b>45,000</b>		
	<b>b</b> Less: allowance for doubtful accounts . . . . .	<b>51b</b> <b>22,500</b>	<b>22,500</b>	<b>51c</b> <b>22,500</b>
	<b>52</b> Inventories for sale or use . . . . .		<b>6,130</b>	<b>52</b> <b>6,352</b>
	<b>53</b> Prepaid expenses and deferred charges . . . . .			<b>53</b>
	<b>54</b> Investments - securities (attach schedule) . . . . .	▶ <input type="checkbox"/> Cost <input type="checkbox"/> FMV		<b>54</b>
	<b>Liabilities</b>	<b>55a</b> Investments - land, buildings, and equipment: basis . . . . .	<b>55a</b>	
<b>b</b> Less: accumulated depreciation (attach schedule) . . . . .		<b>55b</b>		<b>55c</b>
<b>56</b> Investments - other (attach schedule) . . . . .				<b>56</b>
<b>57a</b> Land, buildings, and equipment: basis . . . . .		<b>57a</b> <b>42,838</b>		
<b>b</b> Less: accumulated depreciation (attach schedule) . . . . .	<b>57b</b> <b>42,622</b>	<b>293</b>	<b>57c</b> <b>216</b>	
<b>58</b> Other assets (describe ▶ _____ )			<b>58</b>	
<b>59</b> <b>Total assets</b> (add lines 45 through 58) (must equal line 74) . . . . .		<b>147,084</b>	<b>59</b> <b>149,602</b>	
<b>Net Assets or Fund Balances</b>	<b>60</b> Accounts payable and accrued expenses . . . . .		<b>10,314</b>	<b>60</b> <b>4,674</b>
	<b>61</b> Grants payable . . . . .			<b>61</b>
	<b>62</b> Deferred revenue . . . . .			<b>62</b>
	<b>63</b> Loans from officers, directors, trustees, and key employees (attach schedule) . . . . .			<b>63</b>
	<b>64a</b> Tax-exempt bond liabilities (attach schedule) . . . . .			<b>64a</b>
	<b>b</b> Mortgages and other notes payable (attach schedule) . . . . .			<b>64b</b>
	<b>65</b> Other liabilities (describe ▶ _____ )			<b>65</b>
<b>66</b> <b>Total liabilities</b> (add lines 60 through 65) . . . . .		<b>10,314</b>	<b>66</b> <b>4,674</b>	
<b>Organizations that follow SFAS 117, check here</b> <input checked="" type="checkbox"/> <b>and complete lines 67 through 69 and lines 73 and 74.</b>				
<b>67</b> Unrestricted . . . . .		<b>136,770</b>	<b>67</b> <b>144,928</b>	
<b>68</b> Temporarily restricted . . . . .			<b>68</b>	
<b>69</b> Permanently restricted . . . . .			<b>69</b>	
<b>Organizations that do not follow SFAS 117, check here</b> <input type="checkbox"/> <b>and complete lines 70 through 74.</b>				
<b>70</b> Capital stock, trust principal, or current funds . . . . .			<b>70</b>	
<b>71</b> Paid-in or capital surplus, or land, building, and equipment fund . . . . .			<b>71</b>	
<b>72</b> Retained earnings, endowment, accumulated income, or other funds . . . . .			<b>72</b>	
<b>73</b> <b>Total net assets or fund balances</b> (add lines 67 through 69 or lines 70 through 72; column (A) <b>must</b> equal line 19; column (B) <b>must</b> equal line 21) . . . . .		<b>136,770</b>	<b>73</b> <b>144,928</b>	
<b>74</b> <b>Total liabilities and net assets / fund balances</b> (add lines 66 and 73) . . . . .		<b>147,084</b>	<b>74</b> <b>149,602</b>	

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

<b>Part IV-A</b> Reconciliation of Revenue per Audited Financial Statements with Revenue per Return (See page 27 of the instructions.)		<b>Part IV-B</b> Reconciliation of Expenses per Audited Financial Statements with Expenses per Return	
<b>a</b> Total revenue, gains, and other support per audited financial statements . . . ▶	<b>a</b>	<b>a</b> Total expenses and losses per audited financial statements . . . . ▶	<b>a</b>
<b>b</b> Amounts included on line <b>a</b> but not on line 12, Form 990:	<b>b</b>	<b>b</b> Amounts included on line <b>a</b> but not on line 17, Form 990:	<b>b</b>
<b>(1)</b> Net unrealized gains on investments . . \$		<b>(1)</b> Donated services and use of facilities \$	
<b>(2)</b> Donated services and use of facilities \$		<b>(2)</b> Prior year adjustments reported on line 20, Form 990 . . . . \$	
<b>(3)</b> Recoveries of prior year grants . . . . \$		<b>(3)</b> Losses reported on line 20, Form 990 \$	
<b>(4)</b> Other (specify):		<b>(4)</b> Other (specify):	
_____ \$		_____ \$	
<b>Add amounts on lines (1) through (4) ▶</b>	<b>b</b>	<b>Add amounts on lines (1) through (4) . . ▶</b>	<b>b</b>
<b>c</b> Line <b>a</b> minus line <b>b</b> . . . . . ▶	<b>c</b>	<b>c</b> Line <b>a</b> minus line <b>b</b> . . . . . ▶	<b>c</b>
<b>d</b> Amounts included on line 12, Form 990 but not on line <b>a</b> :	<b>d</b>	<b>d</b> Amounts included on line 17, Form 990 but not on line <b>a</b> :	<b>d</b>
<b>(1)</b> Investment expenses not included on line 6b, Form 990 . . . \$		<b>(1)</b> Investment expenses not included on line 6b, Form 990 . . . \$	
<b>(2)</b> Other (specify):		<b>(2)</b> Other (specify):	
_____ \$		_____ \$	
<b>Add amounts on lines (1) and (2) . . ▶</b>	<b>d</b>	<b>Add amounts on lines (1) and (2) . . ▶</b>	<b>d</b>
<b>e</b> Total revenue per line 12, Form 990 (line <b>c</b> plus line <b>d</b> ) . . . . . ▶	<b>e</b>	<b>e</b> Total expenses per line 17, Form 990 (line <b>c</b> plus line <b>d</b> ) . . . . . ▶	<b>e</b>

**Part V List of Officers, Directors, Trustees, and Key Employees** (List each one even if not compensated; see page 27 of the instructions.)

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (If not paid, enter -0-)	(D) Contributions to employee benefit plans & deferred compensation	(E) Expense account and other allowances
<b>See attached listing</b>				

**75** Did any officer, director, trustee, or key employee receive aggregate compensation of more than \$100,000 from your organization and all related organizations, of which more than \$10,000 was provided by the related organizations? ▶  Yes  No  
 If "Yes," attach schedule - see page 28 of the instructions

JSA  
4E1040 1 000

Part VI Other Information (See page 28 of the instructions.)

Table with columns for question number, question text, and Yes/No columns. Includes questions 76 through 92 regarding organizational activities, financials, and reporting.

**Part VII Analysis of Income-Producing Activities** (See page 33 of the instructions.)

Note: Enter gross amounts unless otherwise indicated

	Unrelated business income		Excluded by section 512, 513, or 514		(E) Related or exempt function income
	(A) Business code	(B) Amount	(C) Exclusion code	(D) Amount	
93 Program service revenue:					
a <b>Conference</b>					150,234
b <b>Education</b>					33,786
c <b>Community Service</b>		37,266			
d <b>Royalties</b>					21,225
e _____					
f Medicare/Medicaid payments . . . . .					
g Fees and contracts from government agencies . . . . .					
94 Membership dues and assessments . . . . .					251,620
95 Interest on savings and temporary cash investments . . . . .					787
96 Dividends and interest from securities . . . . .					
97 Net rental income or (loss) from real estate:					
a debt-financed property . . . . .					
b not debt-financed property . . . . .					
98 Net rental income or (loss) from personal property . . . . .					
99 Other investment income . . . . .					
100 Gain or (loss) from sales of assets other than inventory . . . . .					
101 Net income or (loss) from special events . . . . .					
102 Gross profit or (loss) from sales of inventory . . . . .					5,005
103 Other revenue a _____					
b _____					
c _____					
d _____					
e _____					
104 Subtotal (add columns (B), (D), and (E)) . . . . .		37,266			462,657
105 Total (add line 104, columns (B), (D), and (E)) . . . . .					499,923

Note: Line 105 plus line 1d, Part I, should equal the amount on line 12, Part I.

**Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes** (See page 34 of the instructions.)

Line No. ▼	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes)
93(e)a-	All income is used for holistic nursing programs.
93(e)d	
94,95	
102	

**Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities** (See page 34 of the instructions.)

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
	%			
	%			
	%			
	%			

**Part X Information Regarding Transfers Associated with Personal Benefit Contracts** (See page 34 of the instructions.)

- (a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?  Yes  No
- (b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?  Yes  No

Note: If "Yes" to (b), file Form 8870 and Form 4720 (see instruction)

Under penalties of perjury, I declare that I have examined this return and belief, it is true, correct, and complete Declaration of preparer (other than officer) is based on all information of which preparer has knowledge.

**Please Sign Here**

Signature of officer: *Jeanne Crawford*

Type or print name and title: Jeanne Crawford

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**Paid Preparer's Use Only**

Preparer's signature: *[Signature]*

Firm's name (or yours if self-employed), address, and ZIP + 4: LOREN CUNNINGHAM, CPA  
PO BOX 30725  
FLAGSTAFF, AZ 86003

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Organization Exempt Under Section 501(c)(3)**

(Except Private Foundation) and Section 501(e), 501(f), 501(k),  
501(n), or Section 4947(a)(1) Nonexempt Charitable Trust

**Supplementary Information - (See separate instructions.)**

▶ **MUST be completed by the above organizations and attached to their Form 990 or 990-EZ**

OMB No 1545-0047

**2004**

Name of the organization **AMERICAN HOLISTIC NURSES ASSOCIATION, INC.** Employer identification number **74-2164825**

**Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees**  
(See page 1 of the instructions. List each one. If there are none, enter "None.")

(a) Name and address of each employee paid more than \$50,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
NONE				
Total number of other employees paid over \$50,000	▶ 0			

**Part II Compensation of the Five Highest Paid Independent Contractors for Professional Services**  
(See page 2 of the instructions. List each one (whether individuals or firms). If there are none, enter "None.")

(a) Name and address of each independent contractor paid more than \$50,000	(b) Type of service	(c) Compensation
NONE		
Total number of others receiving over \$50,000 for professional services	▶ 0	

**Part III Statements About Activities (See page 2 of the instructions.)** Yes No

<p><b>1</b> During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If "Yes," enter the total expenses paid or incurred in connection with the lobbying activities ► \$ _____ (Must equal amounts on line 38, Part VI-A, or line I of Part VI-B) . . . . .</p> <p>Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking "Yes," must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.</p>	<b>1</b>		<b>x</b>
<p><b>2</b> During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? (If the answer to any question is "Yes," attach a detailed statement explaining the transactions )</p>			
<p><b>a</b> Sale, exchange, or leasing of property? . . . . .</p>	<b>2a</b>		<b>x</b>
<p><b>b</b> Lending of money or other extension of credit? . . . . .</p>	<b>2b</b>		<b>x</b>
<p><b>c</b> Furnishing of goods, services, or facilities? . . . . .</p>	<b>2c</b>		<b>x</b>
<p><b>d</b> Payment of compensation (or payment or reimbursement of expenses if more than \$1,000)? . . . . .</p>	<b>2d</b>		<b>x</b>
<p><b>e</b> Transfer of any part of its income or assets? . . . . .</p>	<b>2e</b>		<b>x</b>
<p><b>3a</b> Do you make grants for scholarships, fellowships, student loans, etc? (If "Yes," attach an explanation of how you determine that recipients qualify to receive payments.) <b>See attached</b> . . . . .</p>	<b>3a</b>	<b>x</b>	
<p><b>b</b> Do you have a section 403(b) annuity plan for your employees? . . . . .</p>	<b>3b</b>		<b>x</b>
<p><b>4a</b> Did you maintain any separate account for participating donors where donors have the right to provide advice on the use or distribution of funds? . . . . .</p>	<b>4a</b>		<b>x</b>
<p><b>b</b> Do you provide credit counseling, debt management, credit repair, or debt negotiation services? . . . . .</p>	<b>4b</b>		<b>x</b>

**Part IV Reason for Non-Private Foundation Status (See pages 3 through 6 of the instructions.)**

- The organization is not a private foundation because it is. (Please check only **ONE** applicable box.)
- 5**  A church, convention of churches, or association of churches Section 170(b)(1)(A)(i).
  - 6**  A school. Section 170(b)(1)(A)(ii) (Also complete Part V.)
  - 7**  A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).
  - 8**  A Federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).
  - 9**  A medical research organization operated in conjunction with a hospital Section 170(b)(1)(A)(iii) **Enter the hospital's name, city, and state ► \_\_\_\_\_**
  - 10**  An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the **Support Schedule** in Part IV-A.)
  - 11a**  An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A )
  - 11b**  A community trust Section 170(b)(1)(A)(vi) (Also complete the **Support Schedule** in Part IV-A.)
  - 12**  An organization that normally receives: (1) **more than 33 1/3%** of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc., functions - subject to certain exceptions, and (2) **no more than 33 1/3%** of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2) (Also complete the **Support Schedule** in Part IV-A.)
  - 13**  An organization that is not controlled by any disqualified persons (other than foundation managers) and supports organizations described in: (1) lines 5 through 12 above; or (2) section 501(c)(4), (5), or (6), if they meet the test of section 509(a)(2). (See section 509(a)(3) )

Provide the following information about the supported organizations. (See page 5 of the instructions.)

(a) Name(s) of supported organization(s)	(b) Line number from above



**Part IV-A Support Schedule** (Complete only if you checked a box on line 10, 11, or 12.) *Use cash method of accounting.*

**Note:** You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.

Calendar year (or fiscal year beginning in)	(a) 2003	(b) 2002	(c) 2001	(d) 2000	(e) Total
15 Gifts, grants, and contributions received (Do not include unusual grants See line 28)	28,951	4,242	6,058	13,573	52,824
16 Membership fees received	182,734	188,707	200,755	210,000	782,196
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc., purpose	227,459	179,189	130,535	126,333	663,516
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975	1,398	-5,559	4,591	7,832	8,262
19 Net income from unrelated business activities not included in line 18					
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf					
21 The value of services or facilities furnished to the organization by a governmental unit without charge Do not include the value of services or facilities generally furnished to the public without charge					
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets	4,191	20,977			25,168
23 Total of lines 15 through 22	444,733	387,556	341,939	357,738	1,531,966
24 Line 23 minus line 17	217,274	208,367	211,404	231,405	868,450
25 Enter 1% of line 23	4,447.33	3,875.56	3,419.39	3,577.38	

26 Organizations described on lines 10 or 11:

a Enter 2% of amount in column (e), line 24 ▶ 26a

b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 2000 through 2003 exceeded the amount shown in line 26a Do not file this list with your return. Enter the total of all these excess amounts ▶ 26b

c Total support for section 509(a)(1) test: Enter line 24, column (e) ▶ 26c

d Add Amounts from column (e) for lines: 18 \_\_\_\_\_ 19 \_\_\_\_\_ ▶ 26d  
 22 \_\_\_\_\_ 26b \_\_\_\_\_

e Public support (line 26c minus line 26d total) ▶ 26e

f Public support percentage (line 26e (numerator) divided by line 26c (denominator)) ▶ 26f %

27 Organizations described on line 12: a For amounts included in lines 15, 16, and 17 that were received from a "disqualified person," prepare a list for your records to show the name of, and total amounts received in each year from, each "disqualified person." Do not file this list with your return. Enter the sum of such amounts for each year:

(2003) \_\_\_\_\_ (2002) \_\_\_\_\_ (2001) \_\_\_\_\_ (2000) \_\_\_\_\_

b For any amount included in line 17 that was received from each person (other than "disqualified persons"), prepare a list for your records to show the name of, and amount received for each year, that was more than the larger of (1) the amount on line 25 for the year or (2) \$5,000. (Include in the list organizations described in lines 5 through 11, as well as individuals) Do not file this list with your return. After computing the difference between the amount received and the larger amount described in (1) or (2), enter the sum of these differences (the excess amounts) for each year.

(2003) \_\_\_\_\_ (2002) \_\_\_\_\_ (2001) \_\_\_\_\_ (2000) \_\_\_\_\_

c Add: Amounts from column (e) for lines: 15 52,824 16 782,196  
 17 663,516 20 \_\_\_\_\_ 21 \_\_\_\_\_ ▶ 27c 1,498,536

d Add Line 27a total \_\_\_\_\_ and line 27b total \_\_\_\_\_ ▶ 27d

e Public support (line 27c total minus line 27d total) ▶ 27e 1,498,536

f Total support for section 509(a)(2) test: Enter amount from line 23, column (e) ▶ 27f 1,531,966

g Public support percentage (line 27e (numerator) divided by line 27f (denominator)) ▶ 27g 97.8178 %

h Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator)) ▶ 27h 0.5393 %

28 Unusual Grants: For an organization described in line 10, 11, or 12 that received any unusual grants during 2000 through 2003, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant Do not file this list with your return. Do not include these grants in line 15

**Part V Private School Questionnaire** (See page 7 of the instructions.) N/A  
**(To be completed ONLY by schools that checked the box on line 6 in Part IV)**

		Yes	No
29	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body? . . . . .	29	
30	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships? . . . . .	30	
31	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? . . . . . If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.) ----- ----- -----	31	
32	Does the organization maintain the following:		
a	Records indicating the racial composition of the student body, faculty, and administrative staff? . . . . .	32a	
b	Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis? . . . . .	32b	
c	Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships? . . . . .	32c	
d	Copies of all material used by the organization or on its behalf to solicit contributions? . . . . .	32d	
	If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.) ----- -----		
33	Does the organization discriminate by race in any way with respect to:		
a	Students' rights or privileges? . . . . .	33a	
b	Admissions policies? . . . . .	33b	
c	Employment of faculty or administrative staff? . . . . .	33c	
d	Scholarships or other financial assistance? . . . . .	33d	
e	Educational policies? . . . . .	33e	
f	Use of facilities? . . . . .	33f	
g	Athletic programs? . . . . .	33g	
h	Other extracurricular activities? . . . . .	33h	
	If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.) ----- ----- -----		
34 a	Does the organization receive any financial aid or assistance from a governmental agency? . . . . .	34a	
b	Has the organization's right to such aid ever been revoked or suspended? . . . . . If you answered "Yes" to either 34a or b, please explain using an attached statement.	34b	
35	Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation . . . . .	35	

**Part VI-A Lobbying Expenditures by Electing Public Charities** (See page 9 of the instructions.) N/A  
 (To be completed **ONLY** by an eligible organization that filed Form 5768)

Check **a** if the organization belongs to an affiliated group. Check **b** if you checked "a" and "limited control" provisions apply.

<b>Limits on Lobbying Expenditures</b>		(a) Affiliated group totals	(b) To be completed for ALL electing organizations
(The term "expenditures" means amounts paid or incurred )			
<b>36</b>	Total lobbying expenditures to influence public opinion (grassroots lobbying) . . . . .	<b>36</b>	
<b>37</b>	Total lobbying expenditures to influence a legislative body (direct lobbying) . . . . .	<b>37</b>	
<b>38</b>	Total lobbying expenditures (add lines 36 and 37) . . . . .	<b>38</b>	
<b>39</b>	Other exempt purpose expenditures . . . . .	<b>39</b>	
<b>40</b>	Total exempt purpose expenditures (add lines 38 and 39) . . . . .	<b>40</b>	
<b>41</b>	Lobbying nontaxable amount. Enter the amount from the following table - If the amount on line 40 is -                      The lobbying nontaxable amount is - Not over \$500,000 . . . . . 20% of the amount on line 40 . . . . . Over \$500,000 but not over \$1,000,000 . . . \$100,000 plus 15% of the excess over \$500,000 Over \$1,000,000 but not over \$1,500,000 . . \$175,000 plus 10% of the excess over \$1,000,000 Over \$1,500,000 but not over \$17,000,000 . \$225,000 plus 5% of the excess over \$1,500,000 Over \$17,000,000 . . . . . \$1,000,000	<b>41</b>	
<b>42</b>	Grassroots nontaxable amount (enter 25% of line 41) . . . . .	<b>42</b>	
<b>43</b>	Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36 . . . . .	<b>43</b>	
<b>44</b>	Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38 . . . . .	<b>44</b>	

**Caution:** If there is an amount on either line 43 or line 44, you must file Form 4720.

**4-Year Averaging Period Under Section 501(h)**

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below.)

See the instructions for lines 45 through 50 on page 11 of the instructions )

<b>Lobbying Expenditures During 4-Year Averaging Period</b>					
Calendar year (or fiscal year beginning in) ▶	(a) 2004	(b) 2003	(c) 2002	(d) 2001	(e) Total
<b>45</b> Lobbying nontaxable amount . . . . .					
<b>46</b> Lobbying ceiling amount (150% of line 45(e)) . . . . .					
<b>47</b> Total lobbying expenditures					
<b>48</b> Grassroots nontaxable amount . . . . .					
<b>49</b> Grassroots ceiling amount (150% of line 48(e)) . . . . .					
<b>50</b> Grassroots lobbying expenditures . . . . .					

**Part VI-B Lobbying Activity by Nonelecting Public Charities**  
 (For reporting only by organizations that did not complete Part VI-A) (See page 11 of the instructions.)

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:	Yes	No	Amount
<b>a</b> Volunteers . . . . .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>b</b> Paid staff or management (Include compensation in expenses reported on lines c through h.) . . . . .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>c</b> Media advertisements . . . . .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>d</b> Mailings to members, legislators, or the public . . . . .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>e</b> Publications, or published or broadcast statements . . . . .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>f</b> Grants to other organizations for lobbying purposes . . . . .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>g</b> Direct contact with legislators, their staffs, government officials, or a legislative body . . . . .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>h</b> Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means . . . . .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>i</b> Total lobbying expenditures (Add lines c through h.) . . . . .			

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.

**Part VII Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations (See page 11 of the instructions.)**

**51** Did the reporting organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations?

		Yes	No
<b>a</b> Transfers from the reporting organization to a noncharitable exempt organization of:			
(i) Cash . . . . .	<b>51a(i)</b>		<input checked="" type="checkbox"/>
(ii) Other assets . . . . .	<b>a(ii)</b>		<input checked="" type="checkbox"/>
<b>b</b> Other transactions:			
(i) Sales or exchanges of assets with a noncharitable exempt organization . . . . .	<b>b(i)</b>		<input checked="" type="checkbox"/>
(ii) Purchases of assets from a noncharitable exempt organization . . . . .	<b>b(ii)</b>		<input checked="" type="checkbox"/>
(iii) Rental of facilities, equipment, or other assets . . . . .	<b>b(iii)</b>		<input checked="" type="checkbox"/>
(iv) Reimbursement arrangements . . . . .	<b>b(iv)</b>		<input checked="" type="checkbox"/>
(v) Loans or loan guarantees . . . . .	<b>b(v)</b>		<input checked="" type="checkbox"/>
(vi) Performance of services or membership or fundraising solicitations . . . . .	<b>b(vi)</b>		<input checked="" type="checkbox"/>
<b>c</b> Sharing of facilities, equipment, mailing lists, other assets, or paid employees . . . . .	<b>c</b>		<input checked="" type="checkbox"/>

**d** If the answer to any of the above is "Yes," complete the following schedule. Column (b) should always show the fair market value of the goods, other assets, or services given by the reporting organization. If the organization received less than fair market value in any transaction or sharing arrangement, show in column (d) the value of the goods, other assets, or services received.

(a) Line no.	(b) Amount involved	(c) Name of noncharitable exempt organization	(d) Description of transfers, transactions, and sharing arrangements

**52a** Is the organization directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527?  Yes  No

**b** If "Yes," complete the following schedule:

(a) Name of organization	(b) Type of organization	(c) Description of relationship

American Holistic Nurses Association  
 EIN 74-2164825  
 Year Ended December 31, 2004

Form 990  
 Part II, Line 42 - Depreciation, depletion, etc.  
 Part IV, Line 57 a - Land, buildings, and equipment

Assets Category	Cost	Beg. Accum. Depreciation	Current Depreciation	Ending Accum Depreciation	Book Value
Furniture & Fixtures	\$ 6,751	\$ (6,448)	\$ (87)	\$ (6,535)	\$ 216
Computer Equipment	36,087	(36,097)	10	(36,087)	-
	<u>\$ 42,838</u>	<u>\$ (42,545)</u>	<u>\$ (77)</u>	<u>\$ (42,545)</u>	<u>\$ 216</u>

Form 990 - Schedule A  
 Part III, Line 3a Do you make grants for scholarships...

**APPLICATION CRITERIA**

Charlotte McGuire Scholarships are available to nurses who

- Are pursuing a holistic nursing education
- Maintain a 3.0 grade point average (on a 4.0 scale)
- Have experience and interest in healing and holistic nursing practice
- Are current members of AHNA
- Have been a member for a minimum of six months for the undergraduate award
- Have been a member for a minimum of one year for the graduate award
- Complete the application process

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**BYLAWS  
THE AMERICAN HOLISTIC NURSES ASSOCIATION**

**PREAMBLE**

**SECTION 1-NAME:** The name of this organization is the AMERICAN HOLISTIC NURSES ASSOCIATION and is referred to as the AHNA. It was incorporated as a nonprofit corporation in the State of North Carolina.

**SECTION 2- LOCATION AND AUTHORITY TO LOCATE:** The AHNA is incorporated in the state of North Carolina and the official address of record is 1501 Midhurst Ct., Raleigh, NC 27614 and/or other such locations as determined by the governing body.

**SECTION 3-OBJECTIVES:** The objectives of the AHNA shall be to develop, implement and evaluate the standards of education, practice, and research for holistic nursing; to promote the practice of holistic nursing; to unite nurses in healing; and to plan, organize and administer meetings, reports and other projects for the stimulation and advancement of these and other related purposes.

**ARTICLE I- MEMBERSHIP**

**SECTION 1 -ELIGIBILITY FOR MEMBERSHIP:** Any person or organization meeting the qualifications set out herein shall be eligible to become a member upon submitting an application and tendering the required dues to the AHNA office.

Definitions of categories are set forth below.

**SECTION 2-CATEGORIES OF MEMBERSHIP:** There shall be six categories of membership in the AHNA: Active, Elder, Student, Honored, Supporting, and Affiliate.

**A-Active Member-**one who holds a current license to practice as a Registered Nurse (RN), a Licensed Vocational Nurse (LVN), or a Licensed Practical Nurse (LPN) in the United States or other country.

**B-Elder Member-**one who is sixty (60) years or older and holds or has held a license as stated above.

**C-Student Member-**one who is currently enrolled full time in a school of nursing and can furnish proof of paid registration. Students who, upon graduation, will qualify to take a nationally accepted examination for licensure as a nurse are eligible for all benefits of active membership except voting rights and the right to hold office. Full time students who hold a current license to practice as a RN, LVN, or LPN are eligible for all the benefits of active members.

**D-Honored Member-**There are three categories of Honored Members: Founding, Charter, and Life.

**1-Founding Member:** one who joined the AHNA by January 17, 1981 and has maintained continuous membership since that time.

**2- Charter Member:** one who joined the AHNA by the second annual meeting in 1982 and has maintained continuous membership since that time.

**3-Life Member:** one who served as President of the AHNA ; one who has been honored as a Holistic Nurse of the Year; one who is elected by unanimous vote of the Leadership Council in recognition of having given outstanding service and support to the concept of holism and who has contributed to achieving the objectives of the AHNA.

**E-Supporting Member-**one who is not a nurse and supports the purposes, goals, objectives, mission, and vision of the AHNA. Supporting members are eligible for all benefits of active membership except voting rights and the right to hold office.

F-Affiliate Member-an organization that supports the purposes, goals, objectives, mission, and vision of the AHNA. Affiliate members are eligible for all benefits of active membership except voting rights and the right to hold office.

SECTION 3- VOTING RIGHTS AND RIGHT TO HOLD OFFICE: Only active members, elder members, student members currently licensed as a RN, LVN, or LPN, and honored members shall have these rights.

SECTION 4-DUES: Dues for various categories shall be established by the Leadership Council.

SECTION 5- TERMINATION OF MEMBERSHIP: Membership in the AHNA shall be terminated for the following reasons: Failure to pay dues, falsification of current license status, falsification of membership application, suspension by any licensing board.

## ARTICLE II: MEETINGS

SECTION 1-ANNUAL MEETING OF MEMBERS: There shall be an annual meeting of the members of the AHNA for the transaction of business. The meeting shall occur at the annual conference at a time and place designated by the Leadership Council. Notice of the meeting shall be mailed to the last recorded address of the member not less than ninety (90) days prior to the meeting.

SECTION 2- LEADERSHIP COUNCIL MEETINGS: The Leadership Council shall meet in conjunction with the annual conference and at other times as deemed necessary by the President. Each council member shall be notified of the dates, times and place of the meeting.

A-Members who wish to address the Leadership Council may attend a council meeting under the following conditions:

1-That a written request stating the issue to be addressed is sent to the President at least fourteen (14) days in advance of the meeting.

2-That the request be approved by the President.

3-That discussion at the meeting be limited to the issue requested.

B-Members may attend a Leadership Council meeting for observation under the following conditions:

1-That a written request is sent to the President at least fourteen (14) days in advance of the meeting.

2-That the request be approved by the President.

SECTION 3-SPECIAL LEADERSHIP COUNCIL MEETINGS: The President may call meetings or teleconferences as needed to conduct business.

SECTION 4-QUORUMS AND VOTING:

A-QUORUM:

1-Membership Meeting- all those voting members present constitute a quorum.

2-Leadership Council Meeting-a majority of the Council constitutes a quorum.

B-VOTING:

1-Eligible member voters are defined in Article I, Section 3.

2-Amending Bylaws- requires two thirds (2/3) vote of those members voting.

3-Election to Leadership Council-requires a majority vote of those members voting.

4-Motions at meetings- require a majority of those members voting.

## ARTICLE III: OFFICERS AND MANAGEMENT

SECTION 1-LEADERSHIP COUNCIL: The general leadership for the AHNA programs,



property, and business affairs shall be the responsibility of the Leadership Council. Voting members of the council are President, 2 Finance/Development Coordinators, 2 Education Coordinators, 2 Membership/Network Coordinators. The Executive Director (or designee) serves as a non-voting member of the Council.

SECTION 2-OFFICERS: The three (3) officers of the AHNA shall be President, Secretary (President Elect), and Treasurer (Senior Finance/Development Coordinator).

SECTION 3- LEADERSHIP COUNCIL TERMS OF SERVICE:

A-All members serve a two (2) year term and may be re-elected by majority vote of the voting membership.

B-In odd years (2003 and thereafter) the following positions will be elected:

1 Education Coordinator, 1 Finance/Development Coordinator, 1 Membership / Network Coordinator.

C-In even years (2004 and thereafter) the following positions will be elected:

1 Finance/Development Coordinator, 1 Membership/ Network Coordinator, 1 Education Coordinator and President Elect.

SECTION 4-MANAGEMENT ASSISTANCE: The Council may hire personnel to assist with the management of the AHNA.

A-EXECUTIVE DIRECTOR- The Executive Director will be responsible for the daily operational management as designated in the job description and the hiring and supervision of other paid staff. The Executive Director is responsible to the President as the designated representative of the Leadership Council.

The President will be responsible for hiring, contracting and designating job responsibilities, conducting performance appraisals and supervising this position.

B-SUPPORT STAFF-All staff is responsible to the Executive Director for administering the business of the AHNA. Staff works collaboratively with various members of the Leadership Council in their areas of responsibility.

SECTION 5-DUTIES OF THE PRESIDENT- The President shall preside at all Membership and Leadership Council meetings; oversee and monitor operations; maintain communication with support staff; supervise the Executive Director and Leadership Council; serve as liaison to the Conference Planning Committee; oversees the Advisory Council and Nominating Committee; and performs other duties as custom, parliamentary usage, the Leadership Council and the job description may require.

SECTION 6- DUTIES OF THE PRESIDENT-ELECT- The President-Elect shall serve as assistant to the President; act as President in the event of the President's absence; act as a liaison between the AHNA and other national/international organizations and associations; serve as liaison to the Conference Planning Committee; oversee the By-Laws and Ethics Committees; serve on Finance Committee and perform other duties as custom, parliamentary usage and the job description may require.

SECTION 7-DUTIES OF THE EDUCATION COORDINATORS- Two people work collaboratively in this role, each elected in alternate years. The Education Coordinator shall serve as the overseer of all activities of the Education Committees, including, but not limited to, the Approval Process, the Provider Process, and the Recognition Process; oversee Accreditation compliance and re-certification; serve as liaison to the Conference Planning Committee; and perform other duties as custom, parliamentary usage and the job description may require.

SECTION 8-DUTIES OF THE MEMBERSHIP/NETWORK COORDINATORS-

Two people work collaboratively in this role, each elected in alternate years. The Membership/ Network Coordinators shall serve in the development of membership recruitment and retention activities and materials; collaborate with staff on communications with potential, new or lapsed members; develop Networking Resource materials; provide guidance to Networkers and/or the Network Resource Advisory Council; communicate in writing with Networkers on a regular basis; plan Networker recognition activities; and perform other duties such as custom, parliamentary usage and the job description may require.

SECTION 9-ASSOCIATION RECORDS/ACCESS: The Administrative office shall be the only authorized repository for the archives, files, books and records which at all times are open for inspection and examination by any member. Any records maintained off site are to be submitted to the Administrative office upon vacating an elected or appointed office or committee chair.

SECTION 10-NOMINATION AND ELECTION OF THE LEADERSHIP COUNCIL-

A-All voting members are eligible for election to the Council. Previous or current experience on the Council is preferred for the position of President-Elect.

B-A call for nominations is published in the May issue of Beginnings.

C-The ballot is mailed to voting members by November 1st.

E-Ballots must be returned in a sealed envelope within the designated time to the Executive Director or designee who oversees the tally of results according to policy.

F-The final tabulation of votes shall constitute an election. In case of a tie, the choice shall be determined by lot.

G-The results are given to the Nominating Committee Chair, who notifies the candidates and the Leadership Council.

H-Ballots and other election records are maintained for one year after the election.

SECTION 11-VACANCY DURING COUNCIL TERM- If a vacancy occurs between elections, the Leadership Council, by majority vote, shall appoint a replacement to serve the remainder of the term, with the exception of the position of President, which would be assumed by the President-Elect.

SECTION 12-RESIGNATION OR REMOVAL

A-RESIGNATION- Any Leadership Council member may resign at any time by giving written notice to the President.

B-REMOVAL- Any Leadership Council member may be removed from office by a three fourths (3/4) vote of the Leadership Council if they fail to attend, without just cause, two consecutive meetings of the Council or if they consistently fail to answer correspondence or act in a responsible manner in fulfilling the duties and obligations of their position.

SECTION 14-REIMBURSEMENT OF EXPENSES- Properly documented expenses incurred by Council members shall be reimbursed when fiscally prudent.

SECTION 15-REMUNERATION- The Leadership Council shall have the authority to set remuneration for the officers as, from time to time, it deems proper.

#### ARTICLE IV: COMMITTEES/TASK FORCES

SECTION 1- COMMITTEES: All Committees furnish written reports to the Leadership Council prior to Leadership Council meetings and /or as requested.

Committee appointments are for a two (2) year term unless otherwise indicated; all members may serve consecutive terms if reappointed.

A-THE COUNCIL OF ELDERS is composed of all past Presidents of AHNA. It is chaired by the immediate Past President and serves in an advisory capacity to the Leadership Council

(overseen by President).

B-THE ADVISORY COUNCIL is appointed by the President to assume responsibility for special projects. Its members are selected from all previous Leadership Council members. The chair is appointed by the President (overseen by President).

C- THE BY-LAWS COMMITTEE is appointed by the President to develop, amend and monitor compliance with the by-laws. It is chaired by the President-Elect or an appointee (overseen by President -Elect).

D-THE EDUCATION COMMITTEE is chaired by the Education Coordinator, who appoints the committee members. It shall oversee all aspects of education, including the functions of approving continuing education, providing continuing education, and recognizing educational programs of merit. (overseen by Education Coordinators)

E-THE CHARLOTTE MCGUIRE SCHOLARSHIP COMMITTEE of no more than seven (7) members suggests policy for the scholarship program; constructs the application process; awards scholarships to recipients and updates procedures as needed.

The Chair is appointed by the President and in turn appoints the committee (overseen by Finance Coordinator).

F-THE NOMINATING COMMITTEE of no more than four (4) members is appointed by majority vote of the Leadership Council at least six (6) months prior to the election. It shall consist of the President, one (1) Leadership Council member whose term of office is not expiring in that year, and two (2) voting members of the general membership. The Chair is appointed by the President, who may also serve as Chair. The Committee prepares the slate of candidates for those open Leadership Council positions by making selections from applicants who submit a completed nomination packet prior to August 15th. It presents the slate of candidates to the Leadership Council for approval. Appointments are for a one (1) year term (overseen by President). The Nominating Committee appointments are concluded with the election.

G-THE RESEARCH COMMITTEE of no more than seven (7) members suggests policy for the research grant award program; constructs the application process; awards grants to recipients and updates procedures as needed. The Chair is appointed by the President and in turn appoints the committee from past recipients of the award and /or voting members (overseen by Financial Coordinator).

H-THE ETHICS COMMITTEE of five (5) to nine (9) members suggests to the Leadership Council policy and position statements regarding political, social, environmental, nursing and health care issues. The Chair is appointed by the President and in turn appoints the committee (overseen by President-Elect).

I- THE ANNUAL CONFERENCE PLANNING COMMITTEE of three (3) Leadership Council liaison persons (President or President Elect, Education Coordinator and Finance Coordinator) and two (2) staff persons (Executive Director, Conference Administrator) are joined by a committee of no more than four (4) additional members. The Chair of the Conference Planning Committee is appointed by the President and, in turn, may appoint members to the committee. The committee will then plan, arrange, advertise, budget, oversee, conduct and evaluate all aspects of the annual conference. The Executive Director and President or President-Elect determines the time line for conference planning activities and areas of responsibility. Appointments are concluded following completion of the conference and submission of all evaluation materials.

The Executive Director prepares the final report for submission to the Leadership Council (overseen by President or President Elect and Executive Director).

J-THE FINANCE COMMITTEE of 5 members oversees the development of fiscal guidelines and budgets, monitors the organization's finances and coordinates any investment activity approved by the Leadership Council. Members are the Executive Director, Staff Financial Administrator, President Elect, 2 Finance/Development Coordinators. The Treasurer serves as Chair (overseen by the Finance/Development Coordinators).

K-THE NETWORKER RESOURCE ADVISORY COUNCIL is composed of those volunteers who have specific skills and knowledge that they are willing to share with networkers in developing groups and programs at the local level (overseen by Membership/Network Coordinators).

SECTION 2-OTHER COMMITTEES/TASK FORCES may be appointed by the President or Leadership Council from time to time are deemed necessary.

SECTION 3-COMMITTEE RULES: Each committee may adopt rules for its own regulation as it deems necessary, provided it is consistent with policy and procedure.

A-Expenditure of funds must be pre-approved by the Leadership Council member who oversees the work of the committee.

B-A vacancy in the chair of a committee is filled by appointment of the President. A vacancy on a committee is filled by appointment of the committee chair. C-A committee chair may resign by giving written notice to the President. D-A committee member may resign by giving written notice to the Chair.

E-Typed reports of committee activities are submitted to the Executive Director at least forty-five (45) days prior to each scheduled Leadership Council Meeting.

#### ARTICLE V: PUBLICATIONS

SECTION 1 -JOURNAL: The Journal of Holistic Nursing is the official journal of the AHNA. This publication is a fully juried journal, which disseminates the finest in holistic nursing research and theory.

A-The Editor is responsible for overseeing all aspects of the publication.

B-The Editor must be a voting member of the AHNA with an advanced degree who demonstrates editorial and writing experience and has preferably served on the editorial board of a similar publication.

SECTION 2-NEWSLETTER: Beginnings is the official newsletter of the AHNA. This publication provides members with news and announcements of member activities and addresses areas of relevance to the holistic community.

A-The Editor is responsible for overseeing all aspects of the publication.

B -The Editor must be a voting member of the AHNA with an advanced degree who demonstrates editorial and writing experience.

SECTION 3-OTHER PUBLICATIONS: The Leadership Council shall authorize such other publications as deemed necessary.

#### ARTICLE VI: INCOME AND EXPENDITURES

SECTION 1- INCOME AND EXPENDITURES-

A- INCOME for meeting the expenses shall be raised by annual dues, assessments, voluntary contributions, and such other income as may come to the AHNA through the collective efforts of the Executive Director and the members.

1 - The Leadership Council may accept by majority vote any contribution, gift or bequest.

2-All funds shall be deposited to the credit of the AHNA in any bank, financial institution or

other depository as the Leadership Council may select.

B-EXPENDITURES shall be authorized by the Executive Director within the approved budget and set fiscal guidelines and in keeping with the usual customary financial practice. No financial obligations may be incurred by anyone or any group of members except upon prior authorization of allocation of funds. Expenditures not covered by the approved budget are reviewed and require approval by the Finance Committee.

SECTION 2- A CERTIFIED AUDIT of the financial records must be made by a licensed public accountant. The Executive Director with the Finance/Development Coordinators will direct the financial audit. A report is given to each Leadership Council member.

SECTION 3-THE FISCAL YEAR of the AHNA shall be from January first (1) to December thirty-first (31) of each and every calendar year.

SECTION 4- DISSOLUTION: Upon the dissolution of the corporation, the Leadership Council shall, after paying or making provision for payment of all the liabilities of the corporation, dispose of all the assets of the corporation by delivering to an organization operating exclusively for the same purposes as the corporation, or to an organization or organizations which are organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Sec.501 (c)(3) or the Internal Revenue Code of 1954 (or the corresponding provision of any future code).

SECTION 5-INDEMNIFICATION: Each present and future council member and elective officer, whether or not then in office, shall be indemnified by the AHNA against expenses actually and necessarily incurred by or imposed upon her / him (including, but not limited to, judgments, costs, and counsel fees) in connection with the defense of the action, suit or proceeding in which she/he is made a party by reason of being or having been a council member or elective officer of the AHNA except in relation to matters as to which she/he shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty for the AHNA. Such indemnification shall not be deemed exclusive of other rights to which said council member or officer may be entitled, under any other Bylaws, agreement, a vote of the members, or as a matter of law, or otherwise.

#### ARTICLE VII: MISCELLANEOUS PROVISIONS

SECTION 1- SEAL: The AHNA shall have a corporate seal of such design as the Leadership Council adopts.

SECTION 2- RULES OF ORDER: The Leadership Council's intent is to reach decisions by utilizing a consensus decision-making process. The latest edition of "Robert's Rules of Order" shall determine parliamentary practice and procedure in all cases to which they apply except where inconsistent with these bylaws or the laws of the state of incorporation.

SECTION 3- NOTICES: When any written notice is required in these bylaws, it shall be sufficient if such notice is given to the person entitled, either in person or by an officer, an employee or agent of the AHNA, or is deposited in the United States mail in a sealed envelope bearing lawful postage and addressed to the person entitled to such notice, at her/his last address on file with the administrative office. A certificate of the Executive Director stating that such notice was given as required shall be conclusive evidence of the fact specified therein.

#### ARTICLE VIII: AMENDMENTS

SECTION 1- REPEAL OR AMENDMENT OF PREVIOUS BYLAWS: These bylaws shall

become effective immediately following approval of the voting members. Previous bylaws as well as all previous resolutions, rules and regulations, which are in conflict, are hereby repealed. SECTION 2-AMENDMENT PROCEDURE: These bylaws may be amended in whole or part by a ballot vote.

A-PROPOSALS FOR AMENDMENT may be submitted in writing by any member to the President-Elect, who then submits the proposal to the Leadership Council. The Leadership Council may refer any proposed amendment to a Bylaws Committee for review and wait for the committee's recommendation before taking action.

B-RESULTS OF THE VOTE are given by the Executive Director to the Chair of the Bylaws Committee. Results are announced in the next issue of Beginnings. The official copy of the bylaws is maintained in the administrative office.

adopted June 1997

revised November 1998

revised November 1 999

revised November 2001

revised July 2002

revised November 2003