

# Nurse Practitioners of Northeastern Pennsylvania Bylaws

## **Article I: Name**

**Section 1:** The name of this non-profit organization shall be Nurse Practitioners of Northeastern Pennsylvania.

## **Section 2: Mission Statement**

The mission of this non- profit organization shall be:

- To advance, support, and promote the role of nurse practitioners
- To improve communications among nurse practitioners and other health care professionals
- To address political/legislative issues pertinent to nurse practitioners in the delivery of health care
- To provide opportunities for education, networking, and mentoring.

## **Article III: Membership**

**Section 1:** Membership shall be comprised of active, retired, and student nurse practitioners.

- A Nurse Practitioner licensed in the Commonwealth of Pennsylvania
- Student member-A student currently enrolled in a state board approved masters or post- master's Nurse Practitioner program. Students must provide verification of status within program. Student members shall pay dues, may vote and serve on committees, but may not hold elected office.
- Retired member-A Certified Registered Nurse Practitioner who is retired from practice.

## **Article IV: Dues**

### **Section 1:**

- The Executive Board of the Nurse Practitioners of Northeastern PA shall establish annual dues

### **Section 2:**

- Membership dues are paid upon joining the Nurse Practitioners of Northeastern PA and annually by December 31<sup>st</sup> of each year.
- The Treasurer is responsible for collecting annual dues
- The Membership Chair and /or Secretary will keep records including names and address of paid members.

### **Section 3:**

- Members who fail to pay their dues within 90 days after the first notice of dues payment shall be removed from the active member list.

**Article V: Governance**

**Section I:**

The Officers of the Nurse Practitioners of Northeastern Pennsylvania shall be President, Vice President, Secretary, and Treasurer

- Nominations and/or volunteers for office from active members are acceptable.
- Officers will be voted into their specific roles by paper ballot or majority show of hands of active members.
- New officers will assume office at the beginning of September (to allow for transition time)
- Transition of materials and an orientation of the new officers shall be the responsibility of the outgoing officers.
- The PCNP Representative(s) (Pennsylvania Coalition of Nurse Practitioners) shall be appointed by the Executive board.

**Section II:** The President of the Nurse Practitioners of Northeastern Pennsylvania shall:

- Chair the Executive Board, which consists of the Vice President, Secretary, Treasurer, Past President and PCNP representative(s)
- Have the authority to appoint an acting Secretary and/or acting Treasurer if the elected Secretary and/or Treasurer are unable to complete their term.
- Provide leadership for the Nurse Practitioners of Northeastern PA
- Preside at meetings
- Serve as an officio member on all committees

The term of the President of the Nurse Practitioners of Northeastern Pennsylvania is as follows:

- A President's term is two years
- The President may serve only two consecutive terms (no more than 4 years)
- The President shall be elected in the even numbered years with the term to start the following September (time allowed for transition)

**Section III:** The Vice President of the Nurse Practitioners of Northeastern Pennsylvania Shall:

- Perform the duties of the office of President in the absence of the President
- Succeed the President if the President is unable to fulfill the term of office
- Serve as Chair of the Bylaws Committee
- She/he may perform other duties as assigned by the president

The term of the Vice President of the Nurse Practitioners of Northeastern Pennsylvania is as follows:

- A Vice President's term is two years
- The Vice President may serve only two consecutive terms (no more than four years)
- The Vice President shall be elected in the odd numbered years.

**Section IV:** The Secretary of the Nurse Practitioners of Northeastern Pennsylvania shall:

- Keep a record of proceedings of all meeting and post meeting minutes to the website.
- Maintain records of all minutes, attendees, and agendas
- Coordinate any and all correspondence between members through the email list serve.
- Work in conjunction with the webmaster to update the website with current meeting announcements, job postings, photographs, and other information as deemed appropriate by the Executive Board.
- Develop and revise guidelines for the website in conjunction with the webmaster.
- Maintain current copy of the Nurse Practitioners of Northeastern PA Bylaws
- Perform other duties as assigned by the president

The term of the Secretary of the Nurse Practitioners of Northeastern Pennsylvania is as follows:

- The Secretary's term is two years
- The Secretary may serve only two consecutive terms(no more than four years)
- The Secretary shall be elected in the even numbered years.

**Section V:** The Treasurer of the Nurse Practitioners of Northeastern Pennsylvania shall:

- Monitor the financial integrity and records for the organization
- Deposit all funds received by the association in the bank(s) designated by the Executive Board
- Dispense funds as authorized by the Executive Board or membership through checks signed by two elected officers/board members
- Provide a written Treasurer's report to the President at each membership meeting
- Review the financial records at the change of office with the new Treasurer and President
- Obtain an annual internal audit to be completed by two officers/executive board members, excluding the treasurer.

**Section VI:** The PCNP Representative(s) shall:

- Attend all scheduled meeting of the Executive Board of the Pennsylvania Coalition of Nurse Practitioners (PCNP)
- Report pertinent information to the Organization members
- Act as a liaison between PCNP and the Organization

**Article VI:** The Executive Board

**Section I:** The Executive Board members shall serve in good faith and uphold the highest professional, ethical, and legal standards.

**Section II:** The Executive Board shall consist of the President, Vice President, Past President, Secretary, Treasurer and PCNP Representative(s).  
The duties of the Executive Board include:

- Conducting the business and fiscal affairs of the Organization
- Monitoring income and disbursement of funds
- Dispensing funds up to the amount of \$250 without general membership vote.
- Appointing/reappointing Committee Chairs by the President
- Making policies for actions and the actions of committees
- Overseeing the Committees
- Appointing members of Standing Committees
- Hiring outside sources as deemed necessary for support or consultative reasons by majority vote of the Executive Board
- Removal of Executive Board members for less than 50% attendance at meetings
- An Executive Board member may be removed from office by a majority vote of the Executive Board when it is deemed that the removal is in the best interest of the Organization.
- Reviewing and recommending revision of Bylaws

**Article VII:** **Committees**

**Section 1:** **Standing Committees**

**Membership Committee**

The Membership Committee shall:

- Periodically review membership requirements
- Work to enhance the recruitment and retention of members
- Review and approve applicants for membership
- Be responsible for the compilation of the membership roster for general distribution by the secretary
- Issue cancellation of membership for nonpayment of dues or voluntary cancellation

### **Nominating Committee**

The Nominating Committee shall:

- Be composed of the Past President and chair and two active members appointed by the Past President
- Present a list of nominees for each office to be presented at the membership meeting in February and voted upon in March.

## **Section II: Ad Hoc Committees**

### **Mentoring Committee**

The Mentoring Committee shall :

- Foster supportive relationships between veteran Nurse Practitioners and those who are new to practice or in a new practice setting.

### **Scholarship Committee**

The Scholarship Committee shall:

- Review all scholarship applications and award a monetary scholarship to a student Nurse Practitioner who is a current and active member of the Nurse Practitioners of Northeastern PA. At least two Executive Board members and two committee members will decide between nominees  
Monetary scholarships are to be utilized for educational purposes only

### **Conference Committee**

The Conference Committee shall:

- Review needs assessment and plan Annual Primary Care Conference
- Arrange speakers, obtain speaker curriculum vitae, and develop program objectives jointly with speaker
- Develop program brochure for distribution
- Solicit funding through exhibitor fees
- Arrange location, venue, and confirm with speakers
- Apply for CEU's through AANP (American Academy of Nurse Practitioners) at least 8 weeks prior to program date
- Coordinate with committee members to promote and advertise the conference, receive attendee payments and send out attendee confirmation upon receipt of payment.
- Develop program evaluation forms for attendees and exhibitors to complete
- Send acknowledgments to speakers after conference completion
- Submit sign- in sheets and evaluation forms to AANP within thirty days of program completion.

**Article VIII:**

**Quorum**

**Section I:**

A quorum shall consist of a minimum of 20 members at a meeting.

**Article IX:**

**Parliamentary Authority**

**Section I:**

Robert's Rules of Order shall govern the conduct of business at all meetings, except where superseded by these bylaws

**Article X:**

**Amendments to the Bylaws**

**Section I:**

Any proposed amendments to the Bylaws of the Nurse Practitioners of Northeastern Pennsylvania shall be distributed to the membership one month prior to a meeting of the organization at which the amendment is to be discussed. The Bylaws may be amended by a 2/3 vote of all members present. Please refer to the above Quorum.

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