

# Nurse Practitioners of Northeastern Pennsylvania Bylaws

## Article I:

### Name:

The name of the organization shall be Nurse Practitioners of Northeastern Pennsylvania

## Article II

### The mission of this organization shall be:

- A. To provide opportunities for education, networking, and mentoring;
- B. To provide representation at the local, state, and national level;
- C. To provide professional lobby at the state and national levels to address health policy issues that affect nurse practitioners.

## Article III

### Membership:

#### Section 1:

- A. Graduates of programs which prepare Nurses for the role and function of Nurse practitioner.
- B. Students currently enrolled in a formal program which prepares nurses for the role and functions of Nurse Practitioners.

: **Section 2:** The membership dues shall:

- A. Be assessed annually during the month of October;
- B. Membership concludes by April 1st for the current year; New members dues will be prorated after April.
- C. Membership Privileges
  - 1) Representation in the ANA through the PSNA and representation in the International Council of Nurses through ANA;
  - 2) Vote at any regular or special meeting;
  - 3) Be a candidate for elective and appointive positions in accordance with the Bylaws;
  - 4) Notification of official publications of the PSNA and ANA;
  - 5) Free attendance to CEU offerings, with the exception of the annual conference,

usually including pharmacology at regular meetings as scheduled;

6) Opportunity to network with peers and notification of employment opportunities;

7) Representation through the Pennsylvania Coalition of Nurse Practitioners.

D. Membership privileges shall be forfeited upon failure to pay dues as required by current policy.

#### **Article IV**

##### **Officers:**

**Section 1:** The officers of the organization shall be:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

**Section 2:** The President and Vice President are elected by the membership to serve a term of two years, not to exceed two (2) consecutive terms. The remaining officers are elected by the membership to unlimited term.

**Section 3:** Each biennium nominations for officers will be accepted during the November meeting followed by election in march. Offices will officially be assumed in May.

**Section 4:** A maximum \$500.00 allowance will be offered annually to elected officers toward CEU programs.

#### **Article V:**

##### **Responsibility of Officers:**

**Section 1:** The President Shall:

- a) Conduct the meetings of the organization.
- b) Appoint such ad hoc committees as deemed necessary by the membership.

**Section 2:** The Vice President shall, in the absence of the President, assume the responsibilities of the President.

**Section 3:** The secretary Shall:

- a) Record and distribute the minutes of the meetings, within two weeks of the meeting.

**Section 4:** The Treasurer Shall:

- a) Maintain the Treasurer's Report.
- b) Maintains Financial Records

**Article VI:**

**Executive Committee:**

**Section1: Composition** The board shall be composed of the past president, elected officers, and committee chairs. The current president shall serve as presiding officer. A majority of officers constitutes a quorum.

**Section2: Functions** The Executive committee shall conduct business prior to the next general meeting as necessary. All proposals will be reviewed by the Executive committee prior to general meeting.

**Article VII**

**Meetings:**

Meetings of the organization shall be held at least four times a year. Other meetings may be called as necessary for organizational business.

**Article VIII**

**Section1: Committees/ Representatives:**

- a). Bylaws Committee Shall review and maintain currency of organization bylaws and submit any proposed amendments;
- b). Membership Representatives shall periodically review membership requirements; shall assist with membership recruitment; shall review and approve applicants for membership; shall be responsible for compilation of the membership roster for general distribution by the secretary; and shall issue cancellation of membership for non-payment of dues or voluntary cancellation.
- c) Nominating Committee Shall be composed of the Past President as chair and two active members appointed by the Past President.
- d). Programs Committee shall arrange for educational programs for members .

The committee shall be composed of:

- 1). Annual Continuing Ed Co-coordinator: responsible for organizing annual program.
  - 2). Meeting Co-coordinator: responsible for arranging and organizing business meetings.
  - 3). CEU Application Co-coordinator: responsible for obtaining CEU's through AANP
- e). Ad Hoc Committees The president, with the approval of the membership as necessary shall establish such ad hoc committee as are useful for the purposes of the organization.
- f). Coalition Representative The coalition representative shall provide provide communication between local and state special interest groups. Attend statewide meetings of the special interest groups.
- g). Mentoring Committee The mission of the mentoring group is to foster supportive relationship between veteran Nurse practitioners and those who are new to practice or in a new practice setting.

**Section 2: Officers of Committees:** All committees shall elect their own chairpersons and secretaries to serve a term of a minimum of two years.

**Section 3: Reporting**

- a). All standing and ad hoc committees report to the organization. None of the recommendations have the force of policy unless approved by a majority of the members.
- b). All standing and ad hoc committees will give a formal report at the next business meeting.

**Article IX:**

**Amendments:**

Any proposed amendments to the Bylaws of the Nurse Practitioner 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 two-thirds vote of all the members present.