NONPF BYLAWS

ARTICLE I. NAME

This organization shall be known as the National Organization of Nurse Practitioner Faculties.

ARTICLE II. PURPOSE

The purpose of the National Organization of Nurse Practitioner Faculties is to:

- Provide nurse practitioner educational leadership on a local, national and international level for the empowerment of nurse practitioners.
- Advance research related to nurse practitioner education and practice.
- Provide a forum for the exchange of ideas concerning nurse practitioner education.
- Disseminate information regarding nurse practitioner education, practice, and research to nursing, other health professions, and the public.
- Collaborate with other organizations for the advancement of nurse practitioner education, practice, research and for the improvement of health care.
- Influence policy that impacts the growth and future of nurse practitioner education.
- Facilitate the development and testing of innovative graduate curricular educational models.
- Value and promote diversity in education, practice, research, and policy.
- Promote faculty development for educators involved with nurse practitioner education.
- Maintain standards and criteria for quality nurse practitioner education.
- Promote the development and evaluation of faculty practice models.

ARTICLE III. MEMBERS

Section I. Classes of Membership

A. Individual membership is available to nurses holding faculty and/or preceptor positions in a nurse practitioner program. Each individual member has one vote, is eligible to hold an elected position, receives membership communications, and receives membership discounts.

B. Program membership is available to all nurse practitioner educational programs. Each nurse faculty for whom dues are paid under the group membership shall
have one vote, is eligible to hold an elected position, receives membership communications, and receives membership discounts.

C. **Associate** membership is available to all interested persons. Each Associate member receives membership communications and membership discounts but is **not** eligible to vote or to hold an elected position.

D. **Affiliate** membership is available to international OR established professional organizations that represent faculty and/or educational programs preparing nurse practitioners and whose structure and activities are congruent with the mission and goals of NONPF. Affiliate status will be granted through a memorandum of understanding between NONPF and the organization.

E. **Student** membership is available to nurse practitioners enrolled in a graduate, degree-conferring program. The student member receives membership communications and membership discounts but is **not** eligible to vote or to hold an elected position. An individual is eligible for this category of membership for no more than 2 years.

F. **Honorary** membership is conferred by the Board of Directors to individuals who contribute significantly to the advancement of nurse practitioner education and the profession. Honorary members receive membership communications and membership discounts but are **not** eligible to vote or to hold an elected position.

G. **Retired** members are academic or clinical nurse practitioner faculty members who retire from academic practice. Individuals may request consideration for this category of membership. Retired receive membership communications and membership discounts but are **not** eligible to vote or to hold an elected position.

Section 2. **Special Interest Groups (SIGs)**

A. Special Interest Groups (SIGS) are recognized groups within NONPF established to enhance and extend the mission and purpose of the organization in ways that complement yet are different from the work of the formal committees. SIGS facilitate communication and information sharing among members regarding topics of shared interest.

B. Individual, Program, and Student members of the organization may form and join SIGs to address specific topics of interest that are not currently represented through the standing or special committee structure.

C. A minimum of ten (10) members are needed to establish and maintain a SIG. A group of 10 or more members can petition the Board of Directors for recognition as a Special Interest Group.

D. The SIG Steering Committee will consist of one chair from each SIG who will be selected by the SIG’s membership.
1. The SIG Steering Committee shall report to the President-Elect and meet at least once annually.

2. The functions of the SIG Steering Committee shall be:
   a. To provide a forum within the organization for addressing issues in the SIG area of interest.
   b. To identify issues related to the SIG interest areas for the organization.
   c. To serve as a source of expertise in the SIG interest areas for the organization.
   d. To provide periodic reports on the activities of the SIGs.

Section 3. Dues

Voting privileges shall be limited to members described in Article III, (A), (B), who are current in payment of dues. Dues must be current as of January 10 to receive a ballot for officers and directors. The amount of annual dues for each class of members shall be pro-rated and determined by the Board of Directors. No dues shall be required for honorary members. The Finance Committee shall review the dues structure and shall report recommendations to the Board at the mid-year meeting. Dues changes shall be voted determined by a majority vote of the Board of Directors.

A. Members shall pay an additional fee to join each SIG. Participation in a SIG is voluntary. The amount of the fee to belong to a SIG shall be determined by the Board of Directors and shall be due with the annual membership dues.

B. Membership in this Organization & voting rights for the year shall be terminated for non-fulfillment of financial obligations by January 10.

C. The membership year shall be September 1 to August 31. Renewal notifications shall be distributed before July 31.

ARTICLE IV. OFFICERS

Section 1. Elected Officers

The officers of the Organization shall be president, president-elect, secretary and treasurer.

Section 2. Executive Committee

The four officers shall comprise the Executive Committee of the Board. The Executive Committee shall have and exercise the authority of the Board of Directors in the management of the business of the organization, provided, however, that the following actions, unless otherwise authorized by written consent of the Board of Directors, shall require the prior approval of the Board of
Directors:  a) any grant application; b) any expenditure in excess of $5,000; c) any incurrence of indebtedness or obligation in excess of $5,000; d) memoranda of understanding; and e) representation of the organization in external activities.

The actions of the Executive Committee shall be reported at the next meeting of the Board of Directors or within two weeks, whichever occurs first.

To conduct business, all members of the Executive Committee shall participate in person or by electronic conferencing, such as teleconference or videoconference, unless all of the Executive Committee members consent to hold such meeting without the presence of all members. No business can be conducted without a majority of the Executive Committee.

Section 3.  Nominations

Officers shall be nominated by the nominating committee or from the membership at large. All nominees must be members of the organization by January 10 of the election year. Those elected to office shall assume office at the annual business meeting held in April.

Section 4.  Elections

Election to an Office shall be by the candidate receiving the highest number of votes from those members completing a ballot. Elections will be conducted by either mail or electronic voting method with only one method used per election. The Chair of the Nominating Committee shall serve as Teller for the elections by overseeing the counting of the ballots and reporting results to the membership.

Section 5.  Duties

A. President.  It shall be the duty of the president to preside at all meetings and to enforce all regulations relating to the administration of the Organization. The president shall serve as chair of the Board of Directors and shall appoint such committees as the activities of the Organization may require, and to the extent that these have not been otherwise provided for. The president shall serve as ex-officio on all standing committees. When the president is unable to perform these duties or vacates the office for any reason, the president-elect will assume the presidency.

B. President-Elect:  It shall be the duty of the president-elect to carry out such functions as are delegated and, in the absence of the president, to act on her/his behalf. The president-elect shall serve as the liaison for the Special Interest Groups (SIG) Steering Committee and shall represent the SIGs’ issues to the Board of Directors. The president-elect shall serve as chair of the SIG Steering Committee. When the president is unable to perform these duties or vacates the office for any reason, the president-elect will assume the presidency. The president-elect will also be an ex officio member (voice without vote) of the Nominating Committee.
C. Secretary: It shall be the duty of the secretary to maintain records of the Organization; to issue notice of meetings, to arrange such details of meetings as are not otherwise delegated to others; and to maintain the archival records of the organization and to perform in general functions commonly identified with such office. The secretary shall serve as Chair of the Bylaws Committee and shall maintain a file of committee and SIG reports.

D. Treasurer: The treasurer shall be responsible for all fiscal matters and the accounting thereof and provide oversight for the disbursement of funds in accordance with rules and instructions established by the Board of Directors. An audit shall be conducted at the end of the treasurer’s term of office and adopted by the Board of Directors.

Section 6. Term of Office

A. Elected officers shall serve from the close of the Annual Business Meeting following their election to the close of the next Annual Business Meeting, or until their successors are elected.

B. The presidential term of office shall be four years, two years as president-elect and two years as president. The secretary shall be elected on odd-numbered years and serve a two-year term of office. The treasurer shall be elected on even-numbered years for a two-year term of office.

C. No officer may consecutively serve a third term of office, or in the case of the presidency, 6 consecutive years.

ARTICLE V. BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors consists of the officers and seven other elected members to serve as directors-at-large, each with one vote.

Section 2. Election of Directors-at-Large

Election of the directors-at-large to the Board of Directors shall be candidates receiving the highest number of votes of those members completing a ballot. The Chair of the Nominating Committee shall serve as Teller for the elections and report results at the Annual Business Meeting.

Section 3. Term of Office for Directors-at-Large

A. Terms of office of directors-at-large are two years with one-half elected on alternate years. Three directors-at-large shall be elected in odd numbered years; four directors-at-large shall be elected in even numbered years. Proviso: One
director-at-large shall be elected in 2009 to serve 1 year to accommodate this transition.

B. No director-at-large may consecutively serve a third term of office

Section 4. Duties

A. The headquarters of the Organization shall be determined by the Board.

B. The Board of Directors shall act on behalf of the Organization in the arrangement and management of those programs and in policy formation not explicitly assigned as a responsibility of the officers of the Organization.

C. The Board of Directors shall serve as the trustee of the Organization’s property.

D. An Executive Director of the organization may be appointed by the Board of Directors, depending on need and availability of financial resources. The Executive Director shall execute the directives of the Board in overseeing the administrative activities of the Organization and supervising staff. The Executive Director’s annual contract and performance evaluation shall be subject to the approval of the Board of Directors.

E. Staff may be employed upon approval of the Executive Committee of the Board, depending on need and availability of financial resources.

Section 5. Vacancies:

A vacancy on the Board of Directors, including the officers, shall be filled by appointment by the president for the unexpired term of office. Proviso: A new president-elect will be elected by the membership. The election shall be held at the next scheduled annual election or by special election to be determined by a majority vote of the Board of Directors.

ARTICLE VI. MEETINGS

Section 1. Frequency

Meetings shall be held at such times and places as determined by the Board of Directors. There shall be at least one meeting each year, to be known as the Annual Business Meeting, at which a part of the program shall be reserved for a membership meeting, the report of the election of officers, and other business of the Organization.

Section 2. Quorum

A quorum of the Board of Directors shall consist of a majority.
Section 3. Board Voting

Issues that arise between meetings of the Board of Directors may be voted on by a fax, mail, technological means, or telephone conference ballot to the Board of Directors. Issues shall be decided upon by a majority of ballots that are returned. See Article IV, Section 2, for Executive Committee role.

Section 4. Special Meetings

A. Special meetings may be called by the President as deemed necessary or at the request of 5 members of the Board of Directors or 10% of the NONPF membership.

B. Special meetings may be conducted by electronic mail or by electronic conferencing such as teleconference and video conference.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

A. The standing committees are Member Resources, Curricular Leadership, Faculty Development, and Capital Development and Marketing.

B. Each standing committee of the Organization, including the chair, shall be appointed by the elected Board of Directors. Standing committees shall have a minimum of three (3) members.

C. A written report of committee activities shall be submitted to the secretary at mid-year and 30 days prior to the Annual Business Meeting by the appointed Board of Directors liaison.

D. **Member Resources Committee.** It shall be the responsibility of the Member Resources Committee to provide leadership in expanding the membership and member benefits through activities such as recruitment of diverse faculty, development of international member agreements, assessment of faculty and program needs, and member communications. The committee shall also have oversight of membership recognition awards for quality work done in areas such as teaching, practice, research, and policy.

E. **Curricular Leadership Committee.** It shall be the responsibility of the Curricular Leadership Committee to advise the Organization on quality curricular design, new and emerging NP curricula, educational guidelines development, and competency development, revision and validation. In addition, this committee will facilitate global educational consultation and resource sharing.

F. **Faculty Development Committee.** It shall be the responsibility of the Faculty Development Committee to provide leadership for the Annual Meeting and other
programs that emphasize development and advancement of the faculty role in areas including, but not limited to, innovation in teaching, promotion of diversity, and scholarship within teaching, practice and research. This committee will identify data needs and research priorities relevant to promoting and delivering quality NP education, as well as pertinent to addressing workforce issues.

G. **Capital Development and Marketing Committee** — It shall be the responsibility of the Capital Development and Marketing Committee for advising the organization on matters relating to finances and budget, developing revenue streams, establishing and maintaining endowments, and marketing the organization’s products.

**Section 2. Special Committees & Task Forces**

A. **Nominating Committee.** A Nominating Committee shall be composed of four persons elected by the membership for a term of two years. Two members will be elected each year. The member with the highest votes will be chair of the committee in the second year of his/her term. It shall be the responsibility of the Nominating Committee to draft a competitive slate for annual elections. The President-elect, as an ex officio member, will serve in an advisory capacity to the Nominating Committee. The Committee will submit the slate to the Board of Directors for review and comment prior to submission to the membership. The Chair of the committee shall serve as Teller for the elections and report results at the Annual Business Meeting. Members of the Nominating Committee cannot run for a Board of Directors position during their terms on the committee.

B. **Bylaws Committee.** The Bylaws Committee shall be appointed on an ad hoc basis by the Secretary. The Bylaws Committee shall be composed of three or more members and chaired by the Secretary. It shall be the responsibility of this committee to revise the Bylaws as needed, based on input from the Board of Directors or members, according to the process described in Article IX.

C. **Other Special Committees and Task forces.** Special committees and task forces may be established by the President and a majority vote of the Board of Directors as deemed necessary to fulfill the mission of the Organization.

**ARTICLE VIII. PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order, newly revised, shall be the authority in all questions of procedure not covered by the Bylaws.

**ARTICLE IX. INDEMNIFICATION**

The directors, officers, employees, and agents of the National Organization of Nurse Practitioner Faculties shall be indemnified for any costs, expenses, or liabilities incurred as a result of the performance of their duties as provided in the DC statutes or any amendment thereto.
ARTICLE X. AMENDMENTS

Section 1. Board Approval

A. Amendments to the Bylaws shall be submitted by the Bylaws Committee to the Board of Directors for consideration not less than ninety days prior to the Annual Business Meeting.

B. If approved by two-thirds vote of the Board, the proposed amendment shall be submitted to the membership in writing not less than thirty days prior to the Annual Business Meeting.

Section 2. Membership Approval

Amendments shall be adopted by a 2/3 vote of members casting ballots at one of the following: (a) the annual meeting, or (b) through a mail ballot, as determined by a majority of the Board of Directors.

ARTICLE XI. DISSOLUTION

In the event of dissolution, all assets shall be distributed to an organization of like purpose and no assets shall inure to any individual member.

Bylaws Adopted: April 20, 1991
Revisions: February 9, 1994
Revisions: July 22, 1995
Amended: April 12, 1997
Amended: April 17, 1999
Amended: April 7, 2001
Amended: April 16, 2005
Amended: October 23, 2006
Amended: June 19, 2008