

# NURSE PRACTITIONER ASSOCIATION OF SOUTHWESTERN PENNSYLVANIA BYLAWS

**\* in order for everyone to see the changes that were made, I will leave the strikethrough and highlighted indicators for the next 2 months – after then, the strikethrough and highlighting will be removed. Highlighted statements are additions and strikethrough are removals.**

## NURSE PRACTITIONER ASSOCIATION OF SOUTHWESTERN PENNSYLVANIA BYLAWS

### Article I Name and Purpose

Section 1: The name of this non-profit group shall be the Nurse Practitioner Association of Southwestern Pennsylvania or NPASP. NPASP is regional group member of the Pennsylvania Coalition of Nurse Practitioners (PCNP).

Section 2: The purposes of this Association shall be to:

- a. Support and promote the role of the nurse practitioner
- b. Promote quality standards and evidence based practice in health care.
- c. Improve communications among nurse practitioners, with other health care professionals and the community.
- d. Address political/legislative issues pertinent to nurse practitioners in the delivery of health care.
- e. Design and implement continuing education opportunities for nurse practitioners.
- f. Encourage and support research in clinical nursing practice.
- ~~g. Support the education of nurse practitioners through educational scholarships.~~
- h. Serve as a resource for nurse practitioners.

### Article II Membership

Section 1: Membership shall include:

- a. A nurse practitioner certified in the Commonwealth of Pennsylvania.
- b. Student member – A first degree student currently enrolled in a state board approved graduate nurse practitioner program.
- c. Retired member – A nurse practitioner who is retired from practice.
- d. Honorary member – A person who works to enhance the role of the nurse Practitioner. He/she will be elected by the Executive Board. An honorary member will not have voting rights in the organization nor shall he/she pay dues.

### Article III Dues

Section 1: All members of the Association shall pay state and regional annual dues. The annual dues shall cover a twelve-month period. All members of the Executive Board will be exempt from paying dues. Dues will be payable to PCNP through centralized membership.

Section 2: Retired members and first degree nurse practitioner students will pay one-half the annual dues.

Section 3: The Executive Board shall determine annual dues by majority vote.

Section 4: Honorary members shall not pay dues.

Section 5: Names of members not paid 30 days after their annual renewal date will be dropped from the membership list.

## **Article IV Elections**

Section 1: Elections shall be held annually on or before June 1. The Nominating Committee shall submit the ballot for election of officers to the Executive Board by April 1.

Section 2: All elections shall be by ballots mailed to the membership and/or by voting electronically via an Executive Board approved web site. The immediate past president shall serve as the chair of the Nominating committee.

- a. At least 3 weeks prior to the date of the Association's May meeting, the Nominating chair shall distribute an electronic ballot to each member excluding student and honorary members.
- b. A second ballot will not be given to any member for any reason. For those members who do not use the internet and will not be voting electronically, a ballot will be sent to them. They will need to return the paper ballot to the chairperson on the committee.
- c. ~~The PCNP state office will report the results of the election to the chair of the nominating committee, who will relay results to the president. Ballots will be deleted after tallying the vote.~~
- d. The President will then notify the candidates of the results before the May meeting. The membership will be advised of the election results at the May meeting

Section 3: A plurality vote of members entitled to vote shall constitute an election. The nominee who receives the majority of the votes shall be declared elected. In case of a tie vote, the Executive Board will determine the tiebreaker by secret ballot.

Section 4: The President and Treasurer shall be elected in odd numbered years. The Vice President, Secretary and Education Coordinator shall be elected in even-numbered years. The PCNP representatives shall be elected in odd-numbered years. New officers shall assume office after the May meeting.

## **Article V Governance**

Section 1: The Executive Board officers of the Association shall be a President, Vice President, Secretary, Treasurer, Education Coordinator, Membership Coordinator and the PCNP representatives.

- a. The President, with the approval of the Executive Board, may appoint such other persons as may be necessary to conduct the business of the Association.
- b. The Vice President fills the vacancy of President in the absence of the president during his/her term.
- c. Other vacant offices are filled by appointment of the Executive Board to complete the term.

Section 2: The term of office for an elected Executive Board members shall be two years.

Section 3: The Executive Board of this Association shall perform the duties specified by these Bylaws and such other duties as may be required.

Section 4: The President shall:

- a. Chair the Executive Board.
- b. Preside at all meetings of the Association.
- c. Appoint committees not otherwise provided for by the Bylaws.
- d. Serve as an ex-officio member of all committees except the Nominating Committee.
- e. Correspond with appropriate individuals or groups as a representative of NPASP.
- f. Chair the Bylaws Committee.
- g. Provide communication to members about Executive Board meetings and activities

Section 5: The Vice President shall:

- a. Assume the duties of the President in her/his absence.
- b. Serve as chairperson for the Annual May Dinner Meeting.

Section 6: The Secretary shall:

- a. Keep a record of proceedings of all meetings.
- b. Send newsletters and notices of meetings.

Section 7: The Treasurer shall:

- a. Monitor the financial integrity for the Association.
- b. Deposit all funds received by the Association in bank(s) designated by the Executive Board.
- c. Dispense funds as authorized by the Executive Board or membership through checks signed by the Treasurer.
- d. Provide a Treasurer's report to the President at each Executive Board meeting, and other members upon request
- e. Review the financial records at the change of office with the new Treasurer and President.
- f. Obtain an annual certified audit.

Section 8: The Education Coordinator shall:

- a. Distribute needs assessment to membership at least every two years and provide a report to the Executive Board and membership.
- b. Review needs assessment and plan educational programs accordingly.
- c. Coordinate program dates with the President.
- d. Communicate educational activities to PCNP so that these dates can be announced on the NPASP page of the PCNP website.
- e. Arrange speaker, obtain speaker curriculum vitae, and develop program objectives jointly with the speaker.
- f. Solicit funding through grant applications or exhibitor fees on a timely schedule for sponsorship.
- g. Arrange educational program location, venue and confirm with speaker.
- h. Apply for CEUs through AANP at least 6 weeks prior to program date.
- i. Communicate with committee members to publicize program, collect responses and answer attendee questions.
- j. Assure sign-in sheet, name tags, AV equipment and evaluation forms are available at the program.
- k. Send acknowledgements to speaker and sponsors before or immediately after program completion.
- l. Submit sign-in sheet and evaluation forms to AANP within thirty days of the program.

Section 9: The Pennsylvania Coalition of Nurse Practitioners Representative (PCNP) shall:

- a. Attend all scheduled meeting of the Executive Board of the PCNP unless excused for a valid reason by the Association President.
- b. Report pertinent information from the meeting to the Association members.
- c. Act as a liaison between PCNP and the Association.

Section 10: The Membership Coordinator shall:

- a. Coordinate activities that will facilitate renewal of memberships
- b. Coordinate activities that will encourage new members and students to join

**Article VI The Executive Board**

Section 1: Executive Board members shall serve in good faith and uphold highest professional, ethical and legal standards.

Section 2: The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Education Coordinator, Membership Coordinator and the PCNP representatives. Elected Officials will have

one vote. The Past President shall remain on the Executive Board for two years. The Past President shall not have voting privileges. The Executive Board shall have all the power of the Association between meetings of the Association's membership. The duties of the Executive Board include:

- a. Conducting the business and fiscal affairs of the Association.
- b. Monitoring the income and disbursement of funds.
- c. Dispensing funds up to the amount of \$1000 without general membership vote.
- d. Appointing/reappointment committee chairs by the President.
- e. Making policies for actions and the actions of committees.
- f. Oversee the committees and publications
- g. Appointing members of Standing Committees.
- h. Filling any vacant office by secret ballot.
- i. Hiring outside resources as deemed necessary for support or consultative reasons by majority vote of the Executive Board.
- j. Oversee removal of Executive Board members for less than 50% attendance at meetings.
- k. Removal of an Executive Board member by majority vote of the Executive Board when it is deemed that the removal is in the best interest of the Association.

### **Article VII Standing Committees**

Section 1: Standing committees will be appointed by and report to the Executive Board.

Section 2: The standing committees will be: Continuing Education, Nominating, Membership, and Student Award/Scholarship

- a. Each committee with initiate activities necessary to carry out assigned responsibilities.
- b. The Continuing Education Committee will plan educational programs and coordinate necessary activities to obtain continuing education units (CEU's) from a Pennsylvania Board of Nursing accredited agency. Up to ten members may serve on this committee.
- c. The Nominating Committee will be chaired by the Past-President and prepare a slate of nominees for each office to be presented to the Executive Board by April 1 of each year. No member of the Nominating committee may be a candidate for elected office. Three to five members may serve on the committee.
- d. The Membership Committee will work to enhance the recruitment and retention of members. Three or more members may serve on this committee.
- e. The Student Award/Scholarship Committee, chaired by the Vice President, will solicit two outstanding senior nurse practitioner students and present awards at the May dinner meeting each year. One student will be selected from the University of Pittsburgh for the Shirley Negley-Kobert Award and one from another regional nurse practitioner program for the Outstanding Graduating Nurse Practitioner Award. Faculty at each nurse practitioner program will nominate students. The presentation of the awards will be made at the May dinner meeting. At least two committee members of the Executive Board will decide on the awards winners.

Section 3: Association meetings shall be held as deemed necessary by the Executive Board or at the request of ten or more members but no less than quarterly.

### **Article IX Quorum**

Section 1: A quorum of the Executive committee shall consist of 4 of 7 members. A quorum of the membership will consist of a simple majority of the members present.

**Article X Parliamentary Authority**

Section 1: Robert's Rules of Order shall govern the conduct of business at all meetings except where superseded by these bylaws.

Established: 1975

Revised:

05/01/1982

05/01/1990

11/04/1996

10/07/1999

11/12/2003

09/10/2007

01/22/2009

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