# North Alabama Nurse Practitioners' Association, Inc.

**Bylaws**

ARTICLE I

Name

The name of this organization shall be the North Alabama Nurse Practitioner Association, Inc., and is hereafter referred to as NANPA.

ARTICLE II

Purpose

The purpose of NANPA is to enhance the health care of the region by promoting advanced practice nursing. Specifically, the organization shall:

1. Provide educational opportunities for nurse practitioners
2. Participate in legal, political, and social endeavors to enhance the optimal use of nurse practitioners, and
3. Promote the economic and general welfare of nurse practitioners
4. Serve as a forum for support and the fostering of cohesion of NPs in the area.

ARTICLE III

Affiliation

NANPA is an affiliated chapter of the American Association of Nurse Practitioners.

ARTICLE IV

Membership

The membership shall be open to all persons or organizations interested in furthering the aims of the corporation. The membership will be classified as follows:

1. Full member - a nurse practitioner or NP student
2. Affiliate -physicians or advanced practice nurses who share the goals.
3. Special - a person deemed to meet special requirements as approved by the Board of Directors.
4. Patron - either a corporation on a donor that shares the goals of the corporation.

Full and Affiliate members only have voting rights at all regular and special meetings.

*Members at all levels are considered active upon receipt of annual dues.*

ARTICLE V

Dues

There will be a $30.00 annual dues as membership to NANPA. These dues will be the same for all levels of membership. Dues include discounted membership to the national profession organization, American Association of Nurse Practitioners.

ARTICLE VI

Officers

Section 1. Officers of NANPA shall be: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Joan Williamson NANPA Scholarship Director, Historian, Symposium Director and Director at Large.

The officers will serve as the Board of Directors, and will serve for terms as provided by these bylaws or until their successors are duly nominated and elected. The terms of office shall correspond with NANPA's fiscal year, January 1 through December 31.

Section 2. The President of NANPA shall: Preside at all meetings

Serve as Ex-Officio on all standing committees and ad hoc committees. Establish an agenda for all meetings

Have signature privileges on all money accounts as deemed necessary

Appoint committee chairs with advice and consent of membership Chair the Executive Committee

Keep keys to PO Box

Serve as Chairman of Board of Directors

Conduct annual membership opportunity presentation as needed

Section 3. The 1st Vice President shall:

Preside in the absence of the President

Be a member of the Board of Directors

Be Ex Officio on all committees

Assist the President in NANPA by-laws updating

Act as NANPA representative to Nurse Practitioner Alliance of Alabama (NPAA)

Section 4. The 2nd Vice President shall:

Preside in the absence of the President and 1st Vice President

Assist Symposium Director when requested

Section 5. The Secretary shall:

Keep minutes of monthly meeting or, in absentia, request another board member to record minutes

Submit monthly meeting minutes to Administrative Assistant for electronic posting

Coordinate NP student volunteers for Symposium when requested

Section 6. The Treasurer shall:

Maintain a record of all financial activities of the group, excluding symposium

Maintain and sign for banking accounts

Be a signature on the group checking account

Keep the Administrative Assistant informed of current active membership

Submit annual tax report to designated accountant

Supply all Committees with current fund balances upon request Supply quarterly reports to the membership as needed

Section 7. The Joan Williamson NANPA Scholarship Director shall:

Maintain records of scholarship funds and supplies

Coordinate all correspondence with designee of UAH Foundation in selection of scholarship recipient(s)

Plan and implement any awards ceremony

Allow scholarly work/research from NP students as deemed appropriate by the Executive Committee

Coordinate Fundraising at the Symposium

Section 8. The Historian shall:

Keep a scrapbook of all events for NANPA Make pictures at all important events

Keep a file of all symposia and special event brochures

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Section 9. The Symposium Director shall have duties as outlines in

ARTICLE XI

Section 10. Director At Large

Insofar as possible, this individual will have historical knowledge of NANPA and the incorporation process. Duties will be to serve at the pleasure of the Executive Committee and to act as an overseer*.*

Section 11. The Executive Committeewill be composed of all officers, the immediate Past President, and the chairs of standing committees. A quorum of the Executive Committee will be four individuals, including two officers.

Section 12. Terms of office for all officers will be one year. Officers may serve as many terms as they are elected. The term of office is from January 1 to December 31.

Section 13. In cases where as officer or a committee chair is unable to complete their term of office, the President with the Executive Committee will appoint a replacement with the advice and consent of the membership. In the case where the officer is the President, The Executive Committee will recommend a replacement, again with the consent of the membership.

ARTICLE VII

For the sake of continuity within NANPA, a salaried Administrative Assistant and Education Coordinator Assistant shall be retained. The Administrative Assistant and/or Education Coordinator Assistant shall:

Plan and implement monthly meetings of NANPA

Establish an annual calendar of all meeting dates/times and distribute

Procure CEUs for monthly meetings as appropriate

Maintain a current directory of membership

Send out meeting notices or other correspondence of the group

Oversee the NANPA/ENP Website

Post business minutes on the Website

Keep a copy of the current bylaws

Keep articles of incorporation current with approval of the Board

Submit final accounting of budget and receipts to the Executive Committee and to designated accountant

ARTICLE VIII

Special Committees

Section 1. Ad hoc committees, special committees, and task forces, hereafter called special committees will be established as needed, and members appointed by the Executive Committee.

Section 2. Each special committee will be dissolved upon completion of its task and the submission of a full report to the Executive Committee.

ARTICLE IX

Meetings

Section 1. Meetings will be held monthly during the academic year. The Administrative Assistant will distribute a calendar of meeting dates to the membership.

Section 2. Special meetings will be used primarily to plan the Clinical Symposium. The dates and number of meetings will be determined as need arises.

Section 3. Program meetings during the year will allow for the business of the organization to be conducted. Business meetings may replace, or be in addition to, Symposium meetings. A minimum of four program meetings will be held during the year.

Section 4. The Executive Committee or a group of 10 members can call a special meeting. The purpose of the special meeting will be to conduct specific business that will be included in the call for the meeting.

Section 5. Meetings of the Executive Committee will be held with sufficient frequency

to coordinate the business of the organization. The President or two of any of the officers may call Executive Committee meetings.

Section 6. *Robert 's Rules of Order* shall be the rule of procedures for business meetings.

ARTICLE X

Elections

Section 1. The President will appoint a nominating committee who will present a slate of officers to the general membership at the October/November meeting where opportunity will be given for nominees from the floor.

Section 2. An electronic ballot will be distributed to the membership with the majority of votes on those return ballots constituting an election. The newly elected officers will take office in January.

Section 3. In case of an officer or committee chair resignation, the Executive Committee, with the consent of the membership will appoint a replacement to serve the remainder of the term.

ARTICLE XI

Clinical Symposium

Section 1. The Clinical Symposium is the annual educational offering by NANPA for nurse practitioners, students, and interested professionals. The Symposium Director will be responsible for planning and implementing the event.

Section 2. Symposium Committees will be appointed by the Symposium Director soliciting volunteers from the membership. Symposium Committees will be named and filled as needed.

Section 3. The Administrative Assistant will also serve as treasurer of the Symposium, keeping records of all expenditures and receipts.

Section 4. The Symposium Director will have the following specific duties: Establish the date and place for the Symposium

Establish and appoint chairs to the committees for planning and implementing the Symposium

Serve as ex officio on all Symposium Committees.

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ARTICLE XII

Quorum

At any meeting a quorum will be constituted by two members of the Executive Committee and 10% of the membership. If a quorum is not present and crucial business of the group is accomplished, a special notice must go out to all members informing them of this action.

ARTICLE XIII

Amendment of the Bylaws

These Bylaws may be amended at a regular meeting of the membership by a two-thirds vote of those present and voting. Proposed revisions will be distributed electronically to the group three months prior to voting. The by-laws with be maintained electronically on the website.

Approved October 14, 1997

Amended August 17, 1999

Amended October 2002

Proposed amendments January 2003

Proposed amendments February 2019