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**SOUTH PLAINS NURSE PRACTITIONER’S ASSOCATION BYLAWS**

**Adopted November 1, 1997**

**Amended October 16, 2018**

**Article 1**

Name

The name of the organization shall be South Plains Nurse Practitioner’s Association herein after referred to as SPNPA

**ARTICLE II**

Purpose and Goals

Section 1

The purpose of SPNPA shall be:

1. To advance, support and promote the role of nurse practitioners
2. To promote accessible, quality health care by nurse practitioners

Section 2

The goals of this group shall be:

1. To facilitate informative programs for nurse practitioners
2. To act as a resource group for nurse practitioners
3. To promote communication and networking among nurse practitioners
4. To establish channels for communication and cooperation with groups who share the purpose of SPNPA

**ARTICLE III**

Membership

Section 1

The membership of SPNPA shall be comprised of active Nurse Practitioners and Student members

Section 2

Regular membership shall be composed of registered nurses who are prepared and licensed as nurse practitioners. Regular members shall pay dues, may vote, hold elected or appointed office and serve on committees.

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**Article III Cont.**

Section 3

Student membership shall be composed of registered nurses who are actively pursuing preparation as a nurse practitioner. They may not vote or hold elective or appointed office. Students may serve on committees.

Student membership will transition into regular membership, thus receiving all regular membership privileges, once the member takes and passes a national certification examination.

**ARTICLE IV**

Annual Dues

Section 1

The monetary amount of membership dues for active members and student members will be determined every year by the executive committee.

Section 2

All attendees will sign in on the roster at beginning of meeting. There will be an option to pay membership dues at the beginning of each meeting. If attendees choose to forgo membership, there will be a $15 charge for meals**.**

***Proposed addition: \*\* Payment options will be announced at the beginning of each meeting\*\****

**ARTICLE V**

Officers

Section 1

The elected officers of SPNPA shall:

1. Consist of President, Vice President/President-elect, Secretary, Treasurer, and Immediate Past President
2. Be voting members of SPNPA
3. Take office on January 1 following their election year
4. President will serve a one-year term and then transition to Immediate Past President
5. Vice President/President-elect will serve one year and then transition to President.
6. Secretary will serve a two-year term
7. Treasurer will serve a two-year term
8. Immediate Past President will serve a one-year term

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**Article V cont.**

Section 2

The President shall preside at all meetings of the organization, fill committee vacancies by appointment and perform such duties as are customary for a presiding officer.

Section 3

The Vice president/President-elect shall preside at meetings in the absence of the President. The Vice President/President-elect shall assume duties appointed by the President. The Vice President/President-elect will assume the position of President at the end of the one-year term. The Vice President/President-elect will serve as the chair of the Community Relations committee and Nominating committee and will oversee the election of officers.

***\*\*Proposed Amendment:*** ~~The Vice President/President-elect will serve as the chair of the Community Relations committee and Nominating committee and will oversee the election of officers.~~ Refer to Article VII Section 2

Section 4

The Secretary shall be responsible for minutes of the executive committee and business meetings. The secretary will provide a copy of the minutes at each business meeting for approval by the membership.

Section 5

The Treasurer shall be responsible for all budgetary matters and financial affairs. The Treasurer shall collect dues and report on financial condition of the organization at each business meeting. The Treasurer will prepare an official report of the financial standings to be included in the minutes of each business meeting. The Treasurer will develop a budget to be presented to and voted on by the membership at the October business meeting. The Treasurer will dispense funds for payment at the organization expenses. The Treasurer will arrange for financial audit at the discretion of the active membership majority.

***\*\* Proposed Amendment : The Treasurer will develop a budget to be presented to and voted on by the membership bi-yearly.***

Section 6

The Immediate Past President will provide mentorship to the new President starting in January 2020. The Immediate Past President will serve as chairperson of the Legislative Committee.

 ***\*\* Proposed Amendment#1: The Immediate Past President will provide mentorship to the new President starting in January***

***\*\* Proposed Amendment #2*** ~~The Immediate Past President will serve as chairperson of the Legislative Committee.~~ Refer to Article VII Section 2

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**ARTICLE VI**

Election of officers

Section 1

The office of Vice President/President-elect shall be open for nominations in election every year by the voting membership. The offices of Secretary and Treasurer shall be open for nominations in election every two years by the membership.

Section 2

The nomination committee shall consist of the Vice President/President-elect and at least one other member.

***\*\* Proposed Amendment: The nomination committee shall consist of one Executive Committee member with at least one other member***

Section 3

The nomination committee shall receive from the Secretary a list of verified members. Candidates must have verified membership. The nomination committee will accept nominations beginning at the July meeting and ending prior to the business meeting in October.

Section 4

The ballot shall be presented to the membership at the September meeting. Ballots will be distributed to the verified membership on or before the October business meeting. All ballots must be received by the chairman of the nominating committee prior to the official close of the election during the October business meeting. The ballot shall be counted by the nominating committee and the results presented to the membership by the close of the business meeting. Ballot shall be destroyed by the nominating committee once the election has been reported. In the event of a tie the winner shall be elected by lottery.

Section 5

All nominees will be notified in writing of their nomination prior to distribution of the ballots.

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**Article VI Cont.**

Section 6

In the event an elected officer is no longer able to serve in his or her role:

The officer will submit in writing to the organization the intent to vacant his or her office and list the last day of his or her term. The officer must give the organization at least 30 days’ notice of leaving office.

If more than six months are left in the current term at the day of vacancy a special election will take place within the organization. Nominations for the special election will begin at the discretion of the remaining executive committee. Candidates must have a verified membership and be presented to the membership via ballot. Only current verified members of the organization can vote. The nomination committee will count the ballots and announce the results to the organization. The nomination process for candidates will take no longer than two weeks and the voting process will take no longer than two weeks. Total time for any special election will not extend beyond 30 days.

If six months or less are left in the current term – the remaining executive committee reserves the right to appoint an interim officer to finish the remaining term. The appointment will take no longer than 30 days. The normal election process for officers will continue in the fall. No appointed officer will enter a new calendar year serving in that office unless he or she has undergone the election process.

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**ARTICLE VII**

Committees

Section 1

The Executive Committee shall consist of the President, Vice President/President Elect, Secretary, Treasurer, and Immediate Past President. The Executive committee shall meet quarterly and as deemed necessary by the members of the committee.

Section 2

The President shall appoint members to the following committees:

***\*\* Proposed Amendment: Each member of the Executive committee will serve as Chairperson for one of the Committees stated below***

1. Members/Student Liaison
2. Community Relations
3. Public Relations
4. Legislative
5. Nomination
6. Scholarship/Professional Development
7. Program

At the discretion of the President and the Executive Committee additional committees may be formed to meet the needs of the membership

***\*\* Proposed Amendment: At the discretion of the President and the Executive Committees may be formed or restructured to meet the needs of the membership***

Section 3

Committee members shall serve a 1-year term.

***\*\* Proposed Amendment/Addition: Committees sign-ups will occur in October of each year , and will begin serving their term in January of the following year***

Section 4

Committee Chairs shall provide a report of activity at each business meeting. If the Committee Chair cannot be present, a designee shall be assigned to report.

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**ARTICLE VIII**

Scholarships

Section 1

Each year the membership shall vote on the number and amount of scholarships to be presented within the proposed budget.

Section 2

The Scholarship/Professional Development committee shall develop a scholarship application and advise local NP programs of the available scholarships.

Section 3

The Scholarship/Professional Development committee shall make presentations of the scholarships at a business meeting designated by the Executive committee.

**ARTICLE IX**

General Provisions

Section 1

The fiscal year shall begin on January 1.

Section 2

The By-Laws may be amended at any meeting of the membership provided that:

1. The proposed amendment is submitted to the membership in writing no less than 60 days prior to the vote.
2. The proposed amendments are adopted by two-thirds of the membership in attendance at the meeting.

***\*\* Proposed Amendment: Business and Non Business meetings may be conducted in person or virtually at the determination of the current Executive committee***