

## **ARTICLE I**

### **NAME OF THE ORGANIZATION**

The name of the organization shall be the Nebraska Nurse Practitioners; hereby also known as NNP.

## **ARTICLE II**

### **POLICY AND PURPOSE**

#### **POLICY**

This organization shall be non-sectarian and non-discriminating according to race, religion, sex, national origin, age or handicap. No corporate enterprises shall be endorsed by it.

#### **PURPOSE**

The purpose of this organization shall be to promote, develop and support the role of the nurse practitioner (NP) within the state of Nebraska. The focus will be to empower all Nebraska Nurse Practitioners to advance the profession through exceptional patient care, innovation, and engagement.

## **ARTICLE III MEMBERSHIP**

### **SECTION 1: QUALIFICATIONS**

- A) The membership of this organization shall be nurse practitioners.
- B) Retired Members-A retired member is any NP retired from NP practice. A retired member has all rights of membership including the right to vote and hold office.
- C) Student membership is open to all registered nurses currently enrolled in a course of study preparing them to be a NP.
  - a) Student members shall have all the responsibilities and privileges of active members except the right to vote and hold office.
  - b) Students become full members upon graduation and payment of dues. At this point, these members shall become fully active with voting privileges and the right to hold Office.

### **SECTION 2: DUES**

- A) Annual membership dues for this organization shall be determined by the Executive Board
- B) Annual dues for retired NPs and student NPs will be half the price of a full membership.

## **ARTICLE IV**

### **OFFICERS**

#### **SECTION 1: CLASSIFICATION**

- A) The elected officers of NNP shall be President, President-Elect or Past-President, Bylaws Chair, Secretary, Treasurer and the members of the Nominating Committee and shall serve until successors are elected; hereby also known as the Executive Board.
- B) The Governing Committee of NNP shall be composed of the Executive Board, the appointed Committee Chairpersons and Liaison Representatives. The Executive Board are the only members who may make a motion and are the only voting members of the Governing Committee.

#### **SECTION 2: ELIGIBILITY**

All full or retired members whose membership is current and who have been members for at least one (1) year shall be eligible to serve as an officer.

#### **SECTION 3: TERM OF OFFICE**

- A) The officers shall be elected by ballot with their term of office to begin after the annual membership meeting and elections.
- B) President shall be elected on odd years and serve a four (4) year term as follows: first year as President-Elect; second and third year as President; and fourth year as Past-President.
- C) The Bylaws Chair shall be elected on odd years and serve a two (2) year term.
- D) Secretary shall be elected on even years and serve a two (2) year term.
- E) Treasurer shall be elected on even years and serve for a two (2) year term.
- F) The Nominating Committee shall consist of three (3) members. One member is elected each year. The term of office for each member shall be three years. Each member will serve as Chair Elect during their first year of office; Chair their second year of office and Past-Chair the third year.
- G) No officer of the Executive Board shall serve in the same office for more than two (2) consecutive terms.

#### **SECTION 4: ELECTIONS**

- A) Elections will be by electronic ballot available to full and retired members no later than one (1) month prior to the annual meeting.
- B) Ballots will be available to full and retired NNP members who are current in their membership at the time of the election
- C) When there is a single nominee for an office, a write-in space will be included on the ballot.
- D) The election shall be by plurality vote (single-winner voting system).
- E) In the event of a tie vote, the decision shall be made by secret ballot of the Executive Board.

#### **SECTION 5: POWERS OF THE EXECUTIVE BOARD**

- A) The Executive Board shall:
  - a) Manage the affairs of NNP

- b) Develop and recommend a strategic plan
- c) Approve appointments made by the President
- d) Represent the members of the organization and not their individual interests
- e) Perform such other duties as are specified in these bylaws

## **SECTION 6: DUTIES OF OFFICERS**

### **A) President**

- a) Shall preside at all meetings of the organization and perform all duties consistent with the office
- b) Shall be an ex-officio member of all committees, except the Nominating Committee
- c) Shall appoint committees and representation as deemed necessary for the functions of the organization within one (1) month of assuming office

### **B) President-Elect**

- a) Shall assist the President in the administration of the office as requested
- b) Shall in absence of the President, assume the duties of the President

### **C) Past-President**

- a) Shall in absence of the President assume the duties of the President
- b) Shall advise the President on all matters related to the organization

### **D) Bylaws Committee Chair**

- a) Shall assume responsibility for bylaws interpretation
- b) Shall assume responsibility for annual review of the bylaws and recommend revisions as needed

### **E) Secretary**

- a) Shall handle all correspondence for the organization and maintain a copy of such correspondence in a permanent file
- b) Shall, with the concurrence of the President, prepare and distribute a notice and agenda at least two weeks prior to all Executive Board, Governing Committee and membership meetings unless precluded by urgent circumstances
- c) Shall keep minutes of all Executive Board, Governing Committee and membership meetings, and post all minutes except those in closed session

### **F) Treasurer**

- a) Shall collect all money due to the organization, disburse as directed by financial policies and keep an accurate record of all funds
- b) Shall prepare an annual budget
- c) Shall arrange for a financial statement prepared annually by the accountant; an official audit may be conducted by a majority vote of the Executive Board
- d) Shall bond the Executive Board of NNP
- e) Shall supervise any fundraising event and denote any specifically allocated funds.

### **H) Nominating Committee**

- a) Shall solicit candidates for office, prepare the ballot, monitor the election and notify candidates of the outcome of the election

- b) Shall not be prohibited from running for any office while currently serving on the Nominating Committee

## **SECTION 7: VACANCIES**

- A) If the office of President becomes vacant the President-Elect or Past-President shall assume the position for the remainder of the term and shall fulfill the remaining term as President and succession to Past-President. The offices of President-Elect or Past-President shall remain vacant until the election of a President.
- B) Vacancies in all other Executive Board offices shall be filled by appointment by the President and approval of the Executive Board or by special election at the discretion of the Executive Board.

## **SECTION 8: REMOVAL FROM OFFICE**

- A) Members of the Executive Board and Governing Committee may be removed from office in the event they fail to fulfill the duties of the office, or are deemed unfit for duty as per Robert's Rules of Order.
- B) A majority vote with a previous notice or a two-thirds (2/3) vote without notice of the Executive Board; or a vote of the majority of the entire membership can remove any officer from office.

## **ARTICLE V**

### **COMMITTEES**

#### **SECTION 1: APPOINTMENTS**

The President, with approval of the Executive Board, shall appoint:

- A) Chairpersons of appointed committees
- B) Liaison representatives
- C) Special committees
- D) Other representatives as needed

#### **SECTION 2: STANDING COMMITTEES**

Elected Committees

- A) Bylaws
- B) Nomination

Appointed Committees

- A) Education
  - a) Historian Coordinator
  - b) Outreach Coordinator
- B) Legislative
- C) Membership
  - a) Scholarship/award coordinator
- D) Marketing and Communications
  - a) Newsletter Coordinator

b) Website Coordinator

### **SECTION 3: DUTIES OF CHAIRPERSONS**

- A) Shall serve for a two (2) year term with reappointment every two (2) years or consistent with the election cycle for members of the Executive Board
- B) May not serve more than four (4) consecutive terms in the same appointment and may only chair one (1) appointed committee at a time
- C) Shall serve as non-voting members of the Executive Board
- D) Shall provide a written annual report to the Executive Board that will be provided at the annual membership meeting
- E) Shall solicit and select Co-Chairs, committee coordinators and/or members as needed
- F) Shall maintain and update policies and procedures for their committee with approval of the Executive Board
- G) Shall obtain Executive Board support for decisions that directly affect NNP
- H) Represent the members of the organization and not their individual interests

### **SECTION 4: DUTIES OF LIAISON REPRESENTATIVES**

- A) Maintain communication between affiliate groups or organizations they represent
- B) Shall prepare a written annual report to the Executive Board that will be provided at the annual membership meeting
- C) Maintain mutual understanding and cooperation between NNP and their affiliate groups or organizations
- D) Shall obtain Executive Board support for decision that directly affect NNP
- E) Represent the members of the organization and not their individual interests
- F) Shall maintain and update policies and procedures for their responsibilities with approval of the Executive Board

### **SECTION 5: VACANCIES**

Vacancies in appointed Committee Chairs or Liaison Representative Positions that occur shall be filled by the President with the approval of the Executive Board.

### **SECTION 6: REMOVAL**

- A) Appointed Committee Chairs or Liaison Representatives may be removed from their positions in the event they fail to fulfill the duties of the position, or are deemed unfit for duty as per Robert's Rules of Order.
- B) The decision will be made by the President with the approval of the Executive Board.

## **ARTICLE VI**

### **MEETINGS**

#### **SECTION 1: EXECUTIVE BOARD MEETINGS**

- A) Business meetings of the Executive Board may be held at the discretion of the

- President or at the request of an Executive Board officer.
- B) Executive Board meetings are held in executive session, meaning they are closed to general membership.
  - C) All or parts of an Executive Board meeting may be designated by the President as a closed session.
  - D) Two-thirds (2/3) of the Executive Board officers shall constitute a quorum for Executive Board meetings.
  - E) The Governing Committee shall meet with the Executive Board as designated by the President.

### **SECTION 3: MEMBERSHIP MEETING**

- A) There will be an annual membership meeting.
- B) Elections shall take place prior to the annual membership meeting with results announced at the meeting.
- C) Additional membership meetings may be held at a time and place determined by the Executive Board.
- D) Two-thirds (2/3) of the voting membership present shall constitute a quorum, which shall include no fewer than two (2) Executive Board officers.

### **SECTION 4: SPECIAL MEETINGS**

- A) Special meetings of this organization may be called by the President or upon the written request of five (5) members.
- B) Notice of all special meetings shall be communicated to members prior to the meeting, together with a statement of the business to be transacted.
- C) No business other than that specified shall be transacted at a special meeting.

## **ARTICLE VII**

### **PARLIAMENTARY AUTHORITY**

- A) The rules contained in the current edition of Robert's Rules of Order, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that may be adopted.
- B) The President may appoint a Sergeant of Arms to maintain timely flow of meetings and ensure professional conduct.

## **ARTICLE VIII**

### **AMENDMENT OF BYLAWS**

These bylaws can be amended at any regular membership meetings by a two-thirds (2/3) vote of the votes cast by members present provided that the amendment(s) has been submitted in writing at the previous business meeting or that the proposed amendment(s) have been communicated to all members at least two (2) weeks prior to the meeting.

## **ARTICLE IX**

### **GRIEVANCE**

Any member of NNP may file a grievance. The grievance should be filed in writing and submitted to a member of the Executive Board. A procedure will be developed and implemented by the Executive Board to address the grievance.

## **ARTICLE X**

### **DISSOLUTION**

In case of dissolution of this organization, all assets remaining after payment of authorized expenditures shall be distributed to an organization which qualifies for tax exemption as provided for under the Internal Revenue laws of the United States of America. No part will be distributed to any private individual or member.

AMENDED February 21, 2003

AMENDED February 20, 2004

AMENDED September 10, 2004

AMENDED February 25, 2005

AMENDED February 22, 2008

AMENDED February 19, 2010

REVISED February 15, 2013

AMENDED February 20, 2014

AMENDED February 19, 2015

AMENDED February 18, 2016

AMENDED October 2, 2019

AMENDMENT February 18, 2022