

UNITED ADVANCED PRACTICE REGISTERED NURSES OF GEORGIA

Atlanta Chapter BY-LAWS

ARTICLE I. NAME

The name of this organization shall be the United Advanced Practice Registered Nurses of Georgia - Atlanta Chapter (herein referred to as UAPRNs of GA, Atlanta Chapter).

ARTICLE II. PURPOSE

The purpose of UAPRNs of GA, Atlanta Chapter is to address legislative, political, and practice issues of advanced practice registered nurses. The UAPRNs of GA will be a collective voice for APRNs and will promote the professional role identification of the APRNs of Atlanta, Georgia.

ARTICLE III. VISION STATEMENT

An organization within the Atlanta metropolitan area, which represents APRNs and other interested nurses to promote APRN legislative and practice issues and to support the advancement of the APRN roles.

ARTICLE IV. OBJECTIVES

- A. The UAPRNs of GA, Atlanta Chapter are organized for the following purposes:
 - 1. To become a collective voice for APRNs in Atlanta and Georgia.
 - 2. To educate the public regarding advanced nursing practice.
 - 3. To address health care, legislative and political issues and barrier to practice.
 - 4. To advocate for the provision of accessible, quality health care for all Georgians.
- B. To promote collaboration and unification of APRNs.
- C. To provide professional role identification and provide mentorship to nursing colleagues, students, and new APRNs.
- D. To promote, support, and perform nursing research to include practice, management, and legislative issues.

ARTICLE V. MEMBERSHIP AND MEETINGS

A. Membership will include the following:

- 1. Full members: APRNs in Georgia, particularly in the Atlanta area
(e.g. NP, CRNA, CNM, CNS)
- 2. Auxiliary members: any interested registered nurse or APRN student

B. Rights of Members

Members shall have the right to vote and hold office: however, auxiliary members shall not hold office.

C. Membership Dues

The annual membership dues will be \$150.00 for full members. Dues for auxiliary members will be \$50.00. These amounts include state and local membership dues. A member shall forfeit all membership rights if dues are not paid within 30 days following the end of a membership period. No additional monies will be collected when a change in dues are made within a membership year. In addition, the members will approve membership dues.

D. Meeting Frequency

There will be, at a minimum, quarterly chapter meetings. There will be Officer Meetings, frequency to be determined by the officers. Any member may attend any meeting.

ARTICLE VI. OFFICERS AND STANDING COMMITTEES

- A. The officers shall be President, Vice President (as President-elect), Corresponding Secretary, Recording Secretary, Treasurer, and Standing Committee chairs. Officers shall be elected from the voting membership in good standing. All officers' terms are intended to be limited to one term, or may be extended by the vote of the membership.
- B. Chapter committees may be created to carry out the purpose of the organization. They may be created or dissolved by the President, as the need indicates, with the approval of the officers. The standing committees may include, but are not limited to: Legislative, Public Relations/Education, Membership, Program, Database, and Fund- Raising
- C. All officers and nominees for office must be current members of UAPRN in good standing. Any officer or nominee not in good standing will forfeit office or nomination until current State membership is obtained.
- D. Rotation of the Officers
 1. The President and Corresponding Secretary will be elected in odd years
 2. The Vice President, Treasurer, and Recording Secretary will be elected in even years
 3. The Immediate past President shall remain active in the Chapter for 1 year after serving his or her term to act as a mentor to the incoming president.

ARTICLE VII. ELECTIONS

A. Nomination Process

The slate of officers shall be presented by the Vice President two (2) months prior to the election in October. Additional nominations may be called from the floor. All nominations must be submitted by close of the call for nominations, which is one (1) month prior to the October elections. The term of office shall begin on January 1. Any vacancy occurring within the term of any officer shall be filled by appointment of the President.

B. Election Process: Elections shall be held in October of each year. All members who are not auxiliary members shall be eligible to vote. Voting shall be by written ballot. Nominations will be held in September and all members will be notified of nominees within two weeks. A simple majority shall be sufficient for election. Election ballots will be provided by email. Collection of ballots will be via email, mail, or in person at next chapter meeting. If there is only one candidate for the office, a vote is not necessary. Special elections will be held as needed for remainder of term of a vacated position.

ARTICLE VIII. DUTIES OF OFFICE

A. President – 2 year term

1. The President shall:

- a. be the chief elected officer and shall serve as the representative of the organization, while having supervision of the work of the organization.
- b. preside over all chapter meetings.
- c. appoint officials to do special projects to further the work and progress of the organization
- d. appoint chairmen of the standing committees- with the assistance of the other officers
- e. be an ex-officio member of all committees.
- f. have the authority to give honorariums to speakers—the amount must be agreed upon by the other officers
- g. revise the by-laws with the assistance of the officers as deemed necessary and review at least every 2 years with a vote to accept bylaws to members
- h. prepare the agenda for chapter meetings.
- i. review working meeting minutes after preparation by the Secretary. Copies of the meeting minutes will then be posted on the website for UAPRNs of GA, Atlanta Chapter.
- j. collaborates with the scheduler to ensure that notices of meetings are sent to the membership.

B. Vice President – 2 year term

1. The Vice president shall:

- a. assume the duties of Present, should the President not be able to serve the term, and shall preside at meetings if the President is unable to attend.
- b. assist the President with discharge of duties.
- c. serve as the chair of the nominations committee.
- d. assume other duties as appointed by the President

C. Corresponding Secretary – 2 year term

1. The Secretary shall:
 - a. Perform outreach to special guests/company representatives for the purposes hosting educational chapter dinner meetings. Also manages the logistics of disseminating dinner meeting details to UAPRN Atlanta chapter members (via UAPRN Atlanta website) minutes.
 - b. Assists in maintaining updates to UAPRN chapter members by way of email, UAPRN website, and social media. May communicate and share various correspondences via UAPRN website and various social media pages. Content may include (but are not limited to): pertinent flyers, advertisements, articles, and graphics when needed.
 - c. Works to grow engagement and involvement across organizational community (i.e. dinner meeting attendance).
 - d. Assists in administrative tasks related to the good of the organization, not addressed by the fellow officers
 - e. handle any correspondence as deemed necessary by the President, or as directed by the membership as a result of the meetings.

D. Recording Secretary – 2 year term

1. The Secretary shall:
 - a. keep a recording of all the minutes of each meeting and provide to the President. If secretary unable to attend monthly meeting, will arrange for another member to record meeting minutes.
 - b. Submit copies of all minutes of the UAPRN Atlanta chapter meetings no later than 2 weeks following the date of the meeting (meeting minutes need to be approved by President before archiving on UAPRN Atlanta website).
 - c. handle any correspondence as deemed necessary by the President, or as directed by the membership as a result of the meetings.
 - c. keep current roster of association membership with the Treasurer
 - d. maintain the Hotmail listerv.
 - e. shall be the keeper of all official chapter templates, documents, and forms

E. Treasurer – 2 year term

1. The Treasurer shall:
 - a. oversee the preparation, implementation, and presentation of the annual budget.
 - b. provide a financial report at each meeting.
 - c. receive and have charge of all funds of the association chapter, pay bills, and make deposits.

- d. Will receive and maintain chapter balances of membership monies from UAPRN State Treasurer.
- e. serve as a member for the finance/fund-raising committee.
- f. will file 503C tax status annually.

F. Standing Committee Chairs: Duties will be as deemed necessary by the President and officers

G. Officers or Committee Chairs: if unable, or unwilling to fulfill or perform duties, they will be asked to resign their position. If resignation is not received with one month, remaining officers may remove the officer or committee chair from their position. Special elections will be held to fill vacated position.

ARTICLE IX. COMMITTEES

Committees may be created or dissolved as deemed necessary by the President with the approval of the Officers. The standing committee law's will be established at the time of the creation.

ARTICLE X. AMENDMENTS AND PARLIAMENTARY AUTHORITY

- A. Proposed amendments to these by-laws shall be sent to all members in good standing at least two (2) weeks prior to congressional/special interest meetings.
- B. *Robert's Rules of Order, Newly Revised* shall be enacted at the discretion of the President when parliamentary authority is deemed necessary.
- C. All proposals brought forward at the chapter meetings will be approved or disapproved by a simple majority vote at that meeting.

ARTICLE XI. FEES AND COMPENSATION

- A. Officers and committee members will not be compensated for their services.
- B. Expenses incurred in the operation of the chapter will be reimbursed by chapter funds. Expenses over \$100.00 require approval of two chapter officers.

ARTICLE XII. FINANCIAL CONTRIBUTIONS

- A. UAPRN of Atlanta has the option to donate to new local Georgia chapters up to \$250.00 in their first fiscal year.
- B. UAPRN of Atlanta has the option to provide grants to individuals for membership dues to local and state groups, in cases where it is determined that said membership would benefit the

advancement of the Atlanta Chapter of UAPRN. Choice of said candidate will be determined by majority votes of officers. Announcement of grants awarded will be provided by chapter President or Vice President at the following chapter meeting.

C. UAPRN of Atlanta has the option to join advanced practice organizations. Choice of organization to join will be determined by majority vote of members at a monthly meeting.