

# **Bylaws of the Nurse Practitioners of Central Pennsylvania**

## **Article I – Name and Definition**

### **Section I**

The name of this Association shall be the Nurse Practitioners of Central Pennsylvania (hereafter referred to as “The Association” in this document)

### **Section II**

The Nurse Practitioner shall be defined as:

A registered nurse duly licensed in this Commonwealth who is certified by a certification board in a particular clinical specialty area and who, while functioning in the expanded role as a professional nurse, performs acts of medical diagnosis or prescription of medical therapeutic or corrective measures. This is in collaboration with a physician licensed to practice medicine in this Commonwealth. (Based on definition of the Rules and Regulations of the State Board of Nursing for Certified Registered Nurse Practitioners of Pennsylvania).

## **Article II – Purpose and Objectives**

### **Section I – Purpose**

The purpose of The Association shall be to enhance the quality and accessibility of health care in Central Pennsylvania, enhance the development of the professional Nurse Practitioner within the expanded role, and promote the recognition of this role by:

### **Section II – Objectives**

- A. Providing a professionally recognized medium for exchange of information and ideas among nurse practitioners and other members of the health care team.
- B. Promoting educational programs and activities to strengthen the growth and development of the professional nurse practitioners’ role.
- C. Providing a medium for the examination and consideration of legislation to set standards of the role of the professional nurse practitioner.
- D. Providing a medium for the evaluation and enhancement of the quality of health care as delivered by the nurse practitioner.
- E. Representing nurse practitioners and serving as their spokesperson with allied professional group and the general public.
- F. Promoting the concept of Nurse Practitioners of Central Pennsylvania.

The Association is organized exclusively for charitable, scientific and educational purposes as a not-for-profit association. It shall be conducted so that no part of its earnings will incur to the benefit of any member, director, officer or other individual. Upon termination or dissolution, any assets lawful available for distribution shall be forwarded to the Pennsylvania Coalition of Nurse Practitioners as the interim managing

group (an organization with exempt status under S501(c )(3) of the Internal Revenue Code or successor statutory authority).

### **Article III – Powers**

**In the relation to the Pennsylvania State Nurses Association** – The Nurse Practitioners of Central Pennsylvania may suggest policies, programs and activities to be undertaken within the area of its interest, and provide review and comment of policies related to its area of interest proposed by the Pennsylvania State Nurses Association.

**In the relation to the Pennsylvania Coalition of Nurse Practitioners** – As individual dues-paying members of the Coalition, each member of Nurse Practitioners of Central Pennsylvania will have input to the Coalition and be represented via the appointed representative(s) to the Board, or through individual member mechanisms identified by the Pennsylvania Coalition of Nurse Practitioners.

**In the relation to the American Association of Nurse Practitioners** – As a group affiliate member of the American Association of Nurse Practitioners, Nurse Practitioners of Central Pennsylvania will have input via the Region 3 Director of the American Association of Nurse Practitioners, and through individual seminars and meetings sponsored by the American Association of Nurse Practitioners.

### **Article IV – Membership**

#### **Section I – Eligibility**

- A. Regular Membership: Individuals eligible for membership in The Association shall be registered nurses prepared to provide advanced practice nursing care.
- B. Student Membership: Students enrolled in a nurse practitioner program are encouraged to become associate members. Students will be charged the current Coalition student fee. Student members do not have voting privileges.
- C. Retiree Membership: Retired nurse practitioners are eligible for membership of The Association. Retirees will be charged the current Coalition retiree fee.
- D. Honorary Membership: Nurse practitioners and non-nurse practitioners who have contributed to the profession of Nurse Practitioners (lobbyists, legislators, advocates of advanced nursing practice) may be invited to join The Association after a majority vote by The Association's Executive Committee. This position is without cost to the honorary Member and without voting privileges.

#### **Section II – Establishment of Membership**

Annual membership in The Association shall become effective upon receipt of dues by the Pennsylvania Coalition of Nurse Practitioners.

#### **Section III – Termination of Membership**

- A. Resignation: A member may at any time, file his/her resignation from The Association in writing with the President.
- B. Loss of Eligibility: Membership of any person who no longer complies with the eligibility requirement of The Association shall be automatically terminated.
- C. Non-payment of Dues: Membership of any person, who does not pay dues within a time frame to be determined by the Pennsylvania Coalition of Nurse Practitioners membership will expire.

### **Article V – Annual Dues**

The annual dues shall cover a 12-month period. A portion of the membership dues will be applied to membership of the Pennsylvania Coalition of Nurse Practitioners.

### **Article VI – Meetings**

#### **Section I – Meetings**

The times and number of meetings shall be determined by the Executive Committee, with a minimum of four membership meetings each year.

#### **Section II – Non-Member Attendance at Meetings**

Nurse practitioners or nurse practitioner students interested in the activities of The Association may attend two meetings as guests. After two meetings, they must either become members of The Association (if eligible as defined in Article IV, Section I) or pay \$50 per meeting to attend. Non-members shall not be entitled to vote. Other guests may attend for a single program at the discretion of the executive board with no charge.

#### **Section III – Special Meetings**

Additional meetings may be called by the President of The Association upon the request of the Executive Committee or upon petition by three or more members of The Association. Such meetings shall be limited to consideration of subjects listed in the official call.

#### **Section IV – Notice of Meetings**

The Secretary of The Association or the Program Committee Chairperson shall notify the membership by e-mail of meetings, no less than seven days prior to the date of the meeting.

#### **Section V – Order of Meetings**

- A. The order of business meetings shall be governed by Robert's Rules of Order Revised.
- B. The President of The Association shall preside at all meetings. In the absence of the President, the Vice President shall assume the chair.

- C. In the event of the President or Vice President is unable to preside at the meeting, then another member of the Executive Board will assume the chair.

## **Section VI – Voting**

- A. Each Regular member of The Association in good standing shall be entitled to vote.
- B. Proxy voting shall not be permitted.

## **Section VII – Quorum**

A quorum shall consist of those members present, not to be less than four (4) members, including one (1) member of the Executive Board.

# **Article VII – Officers**

## **Section I – Eligibility**

Each elected officer of The Association shall be a member in good standing for one year of the Nurse Practitioners of Central Pennsylvania.

## **Section II – Officers**

The officers of The Association shall be President, Vice President, Secretary and Treasurer, who shall be elected by the membership.

## **Section III – Term**

Terms of office shall commence on September 1. The President, Vice President, Secretary and Treasurer shall serve for a term of two (2) years. The President and Vice President area limited to one (1) term in each office. In extenuating circumstances, the terms may be lengthened if agreed upon by the membership.

## **Section IV – Elections**

- A. Election of officers shall be held every two (2) years on or before May 31.
- B. The election of officers shall be conducted electronically. A ballot listing the names of eligible candidates proposed by the Committee on Nominations and approved by the Executive Committee, together with a resume or bio sketch of the background and experience of each candidate, shall be provided to each voting member of The Association no less than 15 days prior to the election. The ballots are returned by members to the administrative assistant. The votes shall be tabulated by the administrative assistant and provided to executive committee. The results of the election shall be communicated to the membership at the first meeting of the new membership year. Prior to the first meeting of the

new membership year, the results will be sent to members via e-mail and will be posted on the website.

- C. No name shall be placed on the ballot either by the Committee on Nominations or by write-in unless the nominee has consented to serve.

## **Section V: Office and Duties**

- A. President: The President shall be the **Chief Executive Officer** of the Association and preside at all meetings. At the end of the President's term, she/he will become Ex-Officio President for the period of one year, during which time she/he will serve as an advisor the newly elected President.
- B. Vice-President: The Vice-President shall, in the absence of or incapacity of the President, function as the President performing all duties and assuming all responsibilities designated to that office. The **Vice-President shall serve as chairperson of the Nominations Committee** and prepare a slate of nominees for the election. Upon completion of a two (2) year term, the Vice-President will assume the office of President for a two (2) year term.
- C. Secretary: A secretary shall attend all meetings; prepare the minutes of all meetings of the Association, which shall be available to the members. The position of secretary may be served by co-chairs. **The Secretary, along with the Treasurer shall serve as co-chair of the Scholarship Committee.**
- D. Treasurer: The Treasurer shall attend all meetings, report, and maintain financial records and perform all financial transactions of the Association. The Treasurer and a minimum of one another member of the Executive Committee member will develop an annual budget which is then approved by the Executive Committee. In the event of the inability of the Treasurer to act, checks may be signed by the Vice-President. **The Treasurer, along with the Secretary shall serve as co-chair of the Scholarship Committee.**
- E. Student Representative: The Student Representative shall present a student perspective to the membership of the Executive Committee. This representative must be a student member of good standing with the association. This position offers the student an opportunity for leadership experience.

## **Section VI – Vacancies**

- A. If the office of President becomes vacant, the Vice President shall succeed to the office of President, and shall continue to serve as President for the remainder of the term.
- B. If the offices of Vice President, Secretary or Treasurer become vacant, the President shall appoint an active member to those offices for the remainder of the term.

## **ARTICLE VIII-Committees**

### **Section I: Appointed Committees**

The President shall every two (2) years, appoint a committee on Nominations consisting of a minimum of two (2) members. Members of the committee shall not be barred from becoming nominees for office.

#### **A. Nominations Committee duties:**

- 1. The Committee on Nominations shall prepare a slate of candidates for office who are members in good standing of the Association, are qualified and agree to discharge the duties of office.
- 2. Any member of the Association may recommend a candidate for consideration by the Committee on Nominations. Such recommendations shall be sent to the Program Chairperson of the Committee on Nominations no later than sixty (60) days prior to the election.

### **Section II: Standing Committees**

The following standing committees shall be appointed by the Executive committee at its first meeting of the year.

#### **A. The Executive Committee shall:**

- 1. Comprised of the President, Vice-President, Secretary, and Treasurer.
- 2. They will provide guidance in the implementation of activities and approved policies of the Association.
- 3. Suggest and receive all proposed amendments to the bylaws of the Association and review all bylaws as needed and refer back to membership for approval.

B. Committee on Programs and Continuing Education duties:

1. Develop plans for programs at meetings to be held throughout the year.
2. Assess continuing education needs of the membership
3. Publicize available community resources and programs.

C. Scholarship Committee duties:

1. Consist of a minimum of one Executive Committee member plus one association member.
2. Review and approve members' conference scholarship applications according to established guidelines.
3. Make recommendations to the Executive Committee for reviews of conference scholarship guidelines and application form as needed.
4. The Association shall offer two \$300.00 in scholarship monies quarterly per the schedule below.

<b>Application Due</b>	<b>Months Covered</b>	<b>Award Decision On or before:</b>
December 1	January - March	December 31
March 1	April - June	March 31
June 1	July - September	June 30
September 1	October - December	September 30

5. Two separate scholarships for student member registration costs to PCNP Student Symposium, held every year in March.

6. A member may not apply for a scholarship during their first year of membership, and one scholarship per person is awarded every 2 years.

C. Community Outreach Committee shall:

1. The committee will explore potential service projects in our regional area and provide options for the members to participate.
2. They also will facilitate the community projects and act as community liaison to the groups (s) we select and serve.

D. Regional Board Representative to the PCNP State Board duties:

1. Serve a liaison, representing the interest and intent of the membership.
2. Exercise voting rights at the Coalition as set forth in their bylaws.
3. Keep the Executive Committee and membership informed of activities and decisions of the Coalition.
4. Keep the membership informed of the activities and decisions of the Board of Nursing and Medical Boards by contacting the Executive Director of the Coalition for updates.

E. Membership Committee duties:

1. At this time, not active. If opportunity arises in future will further define and develop.

**Article IX-Procedure for Amendment to Bylaws**

Bylaws can be amended through proposed changes from the Executive Committee at a general meeting. These changes can be accepted with the approval of a majority of the membership present at that meeting. The membership will be notified of all approved changes.



Executive Team Signature Sheet

President Kathleen King-Dailey Date 4/4/23

Vice-President Lauren Morrison Date 4/4/23

Treasurer Julie Galbreath Date 4/4/23

Secretary Con Bourne Date 4/26/23

Past President Syrene Trajcek CBP Date 4/4/23