

Organizational Bylaws

2

3 Volusia Flagler Advanced Practice Nursing

4 Council

5

6 Herein known as VFAPNC and the "Council"

7

8 ARTICLE I: NAME

9

10 The name of this organization shall be Volusia Flagler

11 Advanced Practice Nursing Council, hereafter referred to as VFAPNC and the

12 "Council."

13

14 ARTICLE II: MISSION

15

16 The VFAPNC is an association of advanced practice nurses organized to
17 advance, foster, encourage, promote and improve the care given to patients
18 by Advanced Practice Nurses. The Council identifies the advanced practice
19 role as a specialty that is essential to the delivery of high quality and cost
20 effective health care. The Council believes that continuing education is
21 essential to professional growth, excellence in clinical practice and optimal
22 patient outcomes. The provision of opportunities for continuing education is
23 an integral activity of VFAPNC. The Council further believes in educating the
24 community as to the role of the Advanced Practice Nurse. The Council
25 supports efforts to assist community organizations in the delivery of health
26 care to the public. The Council is involved in legislative reform to ensure
27 optimum healthcare for their community and fosters awareness of such
28 legislation that may affect the people they serve. The Council members
29 serve as role models for all nurses in their community and encourage

30 mentorship and preceptorship of advanced practice students and novice

31 nurses within their district.

32

33 ARTICLE III: MEMBERSHIP

34

35 Section 1. Full and Retiree members include Advanced ~~Practice Registered Nurse Registered Nurse~~

36 ~~Practitioners (APRN)ARNP~~), Clinical Nurse Specialists (CNS), Certified Registered

37 Nurse Anesthetists (CRNA), Certified Nurse Midwives (CNM), Nursing

38 Administrators and Nursing Educators with advanced degrees.

39

40 ~~Section~~Section 2. Associate members shall be any person interested in fostering

41 the mission of VFAPNC. Associate members do not have the right to vote or

42 hold office.

43

44 Section 3. Student members shall be registered nurses (R.N.s) who are

45 ~~students~~ enrolled in an advanced practice nursing education program.

46 Student members shall have the right to vote and hold ~~elected chair~~ positions.

47

48 Section 4. Supporting members shall be corporations, agencies,

49 organizations or institutions interested in supporting the VFAPNC mission by

50 contributing financial support. Supporting membership do~~es~~ not ~~have confer~~

51 voting or ~~elected office~~ privileges ~~or nor does it~~ require active participation in the

52 VFAPNC.

53

54 ARTICLE IV: DUES

55 Section 1. The annual dues shall be in an amount approved by the

56 membership and paid to the Treasurer ~~by the date they originally joined. no later than February 28 of~~
~~each~~

~~57-year~~. Dues categories shall be: Full Member, Associate Member, Student,

58 and Retiree. Dues for associate members, students and retirees shall be
59 \$25.00. Dues for members joining in the last
60 quarter of the previous year need to be determined by vote at the general
61 meeting and recorded in the by-laws.

62

63 Section 2. Due Date: The annual membership dues shall be paid to the Treasurer on by the date they
originally joined. no later than

64 February 28 of each year.

65

66 Section 3. Delinquent Dues: Dues shall be deemed to be delinquent at the end of 12 months from
the day the individual paid the initial dues. -on as of March 1- Forfeiting The
67 forfeit of all membership rights shall occur at the end of the month in which
68 membership expires. Membership will be reinstated only if the dues are paid. -plus
69 20% is are paid in the month subsequent to the month in which membership
70 expires. Membership rights are forfeited if dues are not renewed in a timely manner on time
71 (but, rights can be reinstated following payment of membership dues). If the member allows their
membership to lapse more than 1 month, they will be charged for the cost of the dinner. The fee will be
\$25.00

72

e.g., Non-members, or member with relapsed membership will be responsible for meal costs when
attending a monthly meeting. Individuals with full membership rights can bring an invited guest to one
meeting. Thereafter, the guest is expected to join as a member, or be financially responsible for the meal
cost of a monthly meeting.

73 Section 4. The Executive Committee shall set membership dues annually by
74 majority vote.

75

76 ARTICLE V: MEETINGS

77

78 ~~Section~~Section 1. The President shall set the time and place of regular Executive
79 Committee meetings.

80

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81 Section 2. Business meetings shall be held at a time and place designated
82 by the Executive Committee for the purpose of education, presentation of business receiving reports
83 by elected of officers and subcommittees and, election of officers, and any other business that
84 may arise. Meetings shall be held monthly unless otherwise indicated.

85 Meetings shall follow Roberts Rules of Order.

86

87 Section 3. The membership shall have 30 days to review, make comments
88 and suggest changes in the organization's By-laws and/or other important
89 issues that need to be approved by a simple the majority of members. Voting will
90 occur take place electronically through the organization's website or by secret
91 ballot at a monthly meeting. A simple majority shall be sufficient for approval. The organization's by-
laws shall be
92 reviewed every two (2) years.

93

94 ARTICLE VI: ELECTIONS

95

96 Section 1. Nomination Process: Nominations for officers shall be presented
97 by the Nomination Committee or from the floor by an active member in good
98 standing no later than the October General Business meeting. Voting
99 members in good standing may be nominated or by self-nomination for elected positions. The call
100 for nominations for elected positions of the VFAPNC shall be posted on the
101 VFAPNC website (VFAPNC.org) no later than one (1) month prior to
102 elections and announced at preceding monthly meetings. All nominations must be submitted by
close of call for
103 nominations. The call for nominations shall close one (1) month (30 days)
104 prior to the election.

105

106 Section 2. Election Process: The slate of candidates shall be posted on the
107 VFAPNC website at least one (1) month (30 days) prior to the elections.

108 Elections shall be held in November. All voting members in good standing
109 shall be eligible to vote. ~~Voting shall be electronically on the website or by~~
~~110 secret ballot. The Only the~~ chair of the nominating committee shall have access
111 to the results. ~~A simple majority shall be sufficient for election.~~ In the event
112 of a tie vote, the decision shall be made by secret ballot of the Executive
113 Committee.

114

115 Section 3. Term of Office: Newly elected members of the Executive
116 Committee shall begin their term of office on January 1.

~~117 Section 4. If only one nominee is listed on the ballot, a membership available for each position, no
election will not be necessary.~~

118 ARTICLE VII: EXECUTIVE COMMITTEE

119

120 Section 1. The Executive Committee shall consist of the officers, the past
121 president, the chairpersons of ~~each the~~ committees, and the Education/Program
122 Coordinator. The Executive Committee shall meet at the call of the President
123 to ~~address direct the organization's~~ business and financial affairs, ~~and to~~ establish administrative
policies, ~~to~~
124 propose amendments to the by-laws for ~~be voted on vote~~ by the active members ~~hip, to~~
125 determine action on committee reports, and ~~to~~ promote the mission of the
126 Council. The Executive Committee will review the Council's by-laws ~~at least~~
127 every two years to ~~address reflect~~ the growth and mission of the organization. All
128 members of the Executive Committee shall serve for a term of two (2)
129 years. No member of the Executive Committee shall serve more than two consecutive terms
130 (2) terms ~~(non-consecutive)~~ in the same position.

131

132 Section 2. As the governing body of the VFAPNC, members of the Executive
133 Committee shall serve in good faith, shall uphold the highest professional,
134 ethical, and legal standards, and shall fulfill the functions of their positions.

135

136 Section 3. Special meetings of the Executive Committee may be called by
137 the President, or shall be called upon written request by at least two (2)
138 members of the Executive Committee. One (1) week notice shall be given
139 and the purpose of the meeting shall be stated in the call for the meeting.

140

141 Section 4. In the event a member of the Executive Committee is unable to
142 participate in an official meeting of the Executive Committee, they shall not
143 have the right to have a proxy attend and/or vote in their behalf.

144

145 Section 5. In the event a vacancy occurs in any position of the Executive
146 Committee due to change in status or otherwise, the Executive Committee
147 will select a replacement by majority vote of the committee. The
148 replaced ment member shall complete the term of the Executive Committee
149 member being replaced.

150

151 ARTICLE VIII OFFICERS

152

153 Section 1. Elected Officers: An active voting member (Full or Student
154 member as defined in Article III, Sec. 1. & 3.) in good standing of VFAPNC
155 shall be eligible for nomination and election to any office. The elected
156 officers shall serve on ~~be~~ the Executive Committee. The elected officers shall include
157 President, Vice President, Secretary, and Treasurer. No person shall hold
158 more than one office at the same time. Voting members in good standing of
159 the VFAPNC shall elect officers. Elected officers shall hold office for a
160 maximum of two years. No elected officer shall hold the same office for more
161 than two (2) consecutive terms. Officers shall assume their elected positions
162 on January 1.

163 The individual holding the office of President is required to have at

Commented [AB1]: See my edit on line 129-130

164 least a Master's degree, and an active RN license. Other elected position may be ~~offices can be~~ held

165 by ~~members who~~ members who are students in an advanced practice nursing educational

166 program. The officers are highly encouraged to maintain current

167 membership in the Florida Nurses Association (FNA) and/or the State Nurse Practitioner
organization. Officers are elected for

168 a 2 (two) year term in odd numbered years.

169

170 Section 2. President: The President shall serve as the CEO of the Council

171 and shall make all required appointments of standing committee

172 chairpersons. The President shall be chairperson and preside at all meetings.

173 The President shall follow Roberts Rules of Order when conducting general

174 business meetings.

175

176 Section 3. Vice President: The Vice President shall perform the duties of the

177 President in his/her absence. The Vice President shall serve as bylaws

178 chairperson and be responsible for adhering and reviewing the organization's maintaining the
bylaws. Amendments to

179 the bylaws shall be posted on the website at least 30 days prior to the

180 monthly business meetings or prior to a ballot on the website. Amendments

181 to the bylaws for which the membership has received such prior notice shall

182 be passed if two-thirds (2/3) of the members voting electronically via the

183 website. Amendments are approved by a two-thirds (2/3) vote of the

184 Executive Committee. The Vice President, in consultation with the Secretary, shall assist the
Webmaster to

185 monitor and maintain the organization's website.

186

187 Section 4. Secretary: The Secretary shall conduct all correspondence and

188 maintain a roster of all members of the Council.

189 The Secretary shall make reports as determined by the officers and provide

190 minutes to members at monthly meetings. Minutes of meetings shall be

Commented [AB2]: Is this realistic 2/3 of the membership?? I suggest we revise to a simple majority

191 ~~posted on the website ; provided to the Webmaster for posting on the website. On a monthly basis,~~
192 ~~the secretary shall provide changes in the membership list to the Webmaster~~
193 ~~to maintain current information on all members (address, phone, email~~
194 ~~address). Electronic copies of minutes and any other correspondence shall be maintained for at least~~
~~five years. In the website, minutes will be deleted after two years. Along with an electronic copy, a~~
~~notebook shall be maintained of~~
195 ~~all correspondence and minutes.~~

Commented [AB3]: On the website, postings are permanent. Are minutes that are posted going to be deleted in 2 years

196

197 Section 5. Treasurer: The Treasurer shall be in charge of all funds and
198 financial records. The Treasurer shall oversee the accounting procedures for
199 the receipt and disbursement of funds, including responsibility for the
200 organizations credit card. The Treasurer shall report on the financial status
201 at each Executive Committee meeting and General Business meetings. The
202 Treasurer will provide membership information and accept membership
203 application for new members and annual renewals. The Treasurer shall
204 provide the names of new members to the secretary for record keeping.
205 When another individual assumes the role of treasurer, the outgoing
206 treasurer along with the newly elected treasurer and two members of the
207 VFAPNC in good standing shall conduct an audit of the financial records and
208 document the findings. The findings will be reported at the following
209 business meeting.

210

211 ARTICLE IX: Committees

212 Section 1. The committees of the Council shall be standing or ad hoc. Each
213 committee (except for the Webmaster) shall have a chair appointed by the
214 President and shall consist of at least one to two members.

215

216 Section 2. The Nomination Committee shall prepare a slate of nominees for
217 office to present at the General meeting no later than the month of October

218 of odd-numbered years. The election shall be conducted ~~electronically~~electronically on the
219 website or by secret ballot.

220

221 Section 3. The Membership/Sunshine Committee shall promote the growth
222 of membership and create an atmosphere of community. They shall meet,
223 greet and register attendees at our monthly meetings and other events held
224 by the VFAPNC. They shall work with the membership to develop strategies
225 for recruitment and retention. They shall plan the annual Christmas party in
226 December.

227

228 Section 4. The Education/Program Coordinator and Committee shall arrange
229 for the speakers and when appropriate, submit paperwork for CEU/Unrestricted Educational
230 Grants for the monthly meetings and the Annual Conference. They shall
231 determine the Conference Chair on a yearly basis and present their decision
232 to the membership. They shall work with the officers and designated
233 committees to organize the yearly conference.

234

235 Section 5. The membership shall determine by simple majority vote whether or not
236 to hold a major conference, such as an annual conference. Then a
237 Conference Committee Chairperson who shall be appointed by the president
238 will coordinate all subcommittees responsible for the planning and executing
239 of such a Conference. If a previous conference was held, such as an annual
240 conference, if possible the Chairperson of the Conference for the previous
241 year shall mentor and assist with this event such as with the venue,
242 decorations, format, marketing, food, set-up and clean-up committees. The
243 subcommittees shall follow the event planning format provided by the
244 Executive Board. Conference planning subcommittees shall review
245 attendees evaluation of the conference proceedings and make
246 recommendations to the membership at the following regular meeting and

247 subsequent Conference Planners.

248

249 Section 6. A Grants Committee shall consist of ~~of~~ three individuals (volunteers or by presidential
250 appointment) ~~shall be appointed by~~

~~250 the President to~~ review applications from members who are seeking funds to

251 attend a local, regional or national ~~nursing~~ conference that are appropriate for advance practice
252 nurses. The awards shall be

252 equitably dispersed and the amount allocated will be based on the

253 organization's annual budget. An individual member will be allowed to

254 receive only one award each ~~24 42~~ month period. Individuals applying for a

255 grant must submit an application available through the website ~~a letter~~ to the chairperson of the
256 Grants Committee at

256 least thirty (30) days prior to the conference. The letter must include

257 detailed information about the conference (when/where/costs) and the

258 contribution attendance will make to VFAPNC. Preference will be given to

259 individuals who are presenting a paper or poster at the event. The number

260 of grants will not exceed four (4) per year for a total of not more than

261 \$2000.

262 The grants committee will also review applications for members who are applying for the book
scholarship. There will be 4 awards in the amount of \$250.00 each. An individual member will be
allowed to receive only one award each 12 month period. Individuals applying for a book scholarship

255 must submit an application available through the website to the chairperson of the Grants
Committee. The requirements for the book scholarship requires that the member is enrolled in an
accredited program (Post-MSN, DNP or PhD, Masters in Nursing), must have attended at least 1
semester, must be enrolled part-time or full-time, and provide a copy of unofficial transcript.

~~263~~

264 Section 7. Webmaster shall monitor and update the website bi-monthly and

265 as needed. The role of Webmaster is assigned to the Vice President with

266 assistance from the Secretary. These individuals shall keep the membership

267 roster and event calendar current, work with the Executive Board for website

268 design, revise URL links as needed; and, respond to or delegate email

Commented [AB4]: See my addition / comment line 184

269 correspondence.

270

271 ARTICLE X: STAFF

272

273 The Executive Committee shall approve all positions depending on need and

274 availability of fiscal resources.

275

276 ARTICLE XI: EXPENDITURE OF FUNDS RAISED

277

278 Funds raised by the VFAPNC shall be distributed according to membership

279 designation taking into consideration the mission statement of the

280 organization. Expenditures of \$500 or less may be made by majority vote of

281 the Executive Committee without general membership approval. Budgets for

282 all expenditures greater than \$500 shall be presented to the membership by

283 any committee requesting said expenditures at least thirty days prior to the

284 expenditures. The proposed budget (s) shall be approved by a simple

285 majority of the membership attending the monthly business meeting.

286

287 ARTICLE XII: PARLIAMENTARY PROCEDURE

288

289 Parliamentary procedure for VFAPNC ~~meetings shall~~ shall adhere to be that of "Robert's Rules of

290 Order", most recent edition. A parliamentarian from the membership shall be

291 appointed by the President.

292

293 ARTICLE XIII: OFFICIAL WEBSITE (WWW.VFAPNC.ORG)

294

295 The official website shall contain, but not be limited to, notification of

296 elections, condensed minutes and information helpful in meeting the VFAPNC

297 objectives and mission. It shall be maintained continuously by the

298 Webmaster with the assistance of the Secretary. Using electronic security,
299 segments of the website will be available only to members in good standing.
300 Members who are delinquent in their dues shall have limited access to the
301 website until the delinquent dues have been paid, at which time they shall
302 have full access.

303

304 ARTICLE XIV: INDEMNIFICATION

305

306 The Council shall indemnify all Officers and employees for expenses incurred
307 with the defense of settlement of any claim against such person by reason of
308 service as an Officer or employee, unless a judgment or other adjudication
309 shall establish that such a claim arose or resulted from dishonest,
310 fraudulent, criminal, malicious or knowingly wrongful act, error or omission
311 of such person.

312

313 ARTICLE XV: FISCAL YEAR DATES

314

315 The fiscal year shall be from January 1 through December 31. [Individual membership renewal shall occur before the anniversary date of original membership.](#)

316

317 ARTICLE XVI: DISSOLUTION

318

319 In the event of the dissolution of the VFAPNC, the net assets of the VFAPNC
320 shall be applied as follows:

321

322 Section 1. All liabilities and obligations shall be paid, satisfied, and
323 discharged or adequate provision shall be made thereof.

324

325 Section 2. The Executive Committee will distribute the remaining assets to

326 projects that reflect the mission of the Council.

327

328

329 Revised: October 23⁰, 2023~~February 28, 201~~