

MARYLAND ACADEMY OF ADVANCED PRACTICE CLINICIANS' BYLAWS

ARTICLE I. NAME, PURPOSE, AND FUNCTION

Section 1. Name

The name of this organization shall be Maryland Coalition of Nurse Practitioners (hereinafter referred to MCNP) and also known as the Maryland Academy of Advanced Practice Clinicians (hereinafter referred to as MAAPC). It shall be a 501 (c) (6) nonprofit organization incorporated under the laws of the State of Maryland.

Section 2. Definition

Advanced Practice Clinicians (hereinafter referred to as APCs) shall be defined as advanced practice nurses (hereinafter referred to as APRNs) and physician assistants (hereinafter referred to as PAs).

Section 3. Mission

The mission of MAAPC is to promote the advancement of all APRNs and PAs through education, collaboration, and legislative efforts.

Section 4. Goals

The goals of MAAPC shall be to:

- To provide a continuing education forum and fellowship for members and APCs.
- To initiate and support legislation, and other pertinent issues, affecting APCs roles, education, and practice.
- To promote public recognition of APCs.
- To facilitate collaboration of APCs and other health care professionals for the improvement of health care in the State of Maryland.
- To assist with education and mentorship of future APCs, to include assisting with employment, certification, and clinical issues.
- Increase membership in MAAPC with special interest in the suburban and rural areas of Maryland.

- To promote an organization that encourages diversity, innovative thinking, and problem solving.

ARTICLE II. MEMBERSHIP AND DUES

Section 1. Categories of Membership

Active Membership:

- APCs in good standing with their State Board who are qualified to practice.
- Registered Nurses who are graduates of Advanced Practice Nursing programs waiting for certification or State licensure.
- Registered Nurses in good standing who are considered APRNs by their State Board.
- Individuals who are graduates of Physician Assistant programs waiting for certification or State licensure.
- APCs in good standing who are in the employ of federal services.

Student Membership:

- A Registered Nurse enrolled as a graduate student in an APRN program.
- An individual enrolled as a student in a PA program.
- Proof of student status must be provided at the time of initial membership and at subsequent renewal(s).
- A Student member may not vote in the business of MAAPC but shall have the other benefits and privileges of membership.
- A Student member may apply to the Board to serve as a non-voting member of the Board.

Affiliate Membership:

- A non-APC interested in fostering the purpose and mission of MAAPC.
- An Affiliate member may not hold an appointed office or-vote in the business of MAAPC but shall have the other benefits and privileges of membership.

- Affiliate membership may be offered to interested professionals including but not limited to: Medical Students, Physicians, Scientists, Politicians, Pharmacists, and other professionals or students with an interest in furthering the goals of the organization.

Retired Membership:

- APCs who are working less than 200 hours per year are qualified to become Retired members.
- A retired member may hold an appointed office, vote in the business of MAAPC and shall have the other benefits and privileges of membership.

Group Membership:

- A group with five or more APCs is eligible for a group membership in MAAPC provided it supports the mission of MAAPC.
- Members of the group must be followers or members of MAAPC.
- Members of the group may not hold an appointed office or vote in the business of MAAPC unless an individual member of the group is also a current member of MAAPC. All members of the group shall have the other benefits and privileges of membership.
- Lobbying services may be provided for a group's legislative issues with the Board of Directors approval.

Section 2. Rights of Membership

Every member in good standing of MAAPC is entitled to all the rights of membership.

Section 3. Dues

- Renewals shall be sent out monthly (through ENP website) and ~~collected~~ collated by the Treasurer.
- The Board shall determine amount of dues.
- Any member who has timely paid annual dues is considered a member in good standing.
- If dues are not paid within a 60-day period, the member shall forfeit membership rights. These rights shall be reinstated upon receipt of dues.
- New members may join at any time during the year.

ARTICLE III. BOARD MEMBERS, *Standing committee members* AND DUTIES

Section 1. Board Members / *Standing committee members*

- *Board Members of MAAPC who shall appoint a President, Treasurer and Secretary.*
- Standing committees will be formed on an as needed basis by the Board.
- There shall be an advisory board consisting of past board members if such members are available and willing. The Advisory Board shall help new board members develop their roles and offer guidance as needed; they will not be required to attend meetings.
- *The Board may appoint a student member to serve in a non-voting position.*

Section 2. Terms of Office

- Board Members shall serve for a term of two years and may be reappointed.
- Chairs shall serve two years and may be reappointed by the Board.
- Members of the advisory board may serve at will.
- The duties of all Board Members shall begin November 1.

Section 3. Duties of Board Members / *Standing committee members*

The President shall:

- Act as chairperson of the Board.
- Schedule and preside over all meetings of the Board, general, and annual meetings.
- Serve as the official representative of MAAPC to public and professional organizations as needed. If the president is unable to attend, an alternative may attend as chosen by the Board.
- Provide support for the incoming President for one year after term of office ends.

The Treasurer shall:

- Approve annual dues invoices, receive dues and all other funds due to MAAPC, deposit funds in a bank, and pay bills pertinent to the activities of the organization.

- Be accountable for the fiscal affairs of MAAPC.
- Provide financial reports for Board meetings.
- Release the books to a person, appointed by the Board, for reconciliation at the end of the treasurer's term.
- Update the ledger to include current dues and payments paid to the organization.

The Secretary shall:

- Record meeting minutes; send to Board for review and archive in Network Access Storage.
- Prepare and send all correspondence.
- Maintain a current list of member names, addresses, phone numbers, and e-mail addresses.
- ~~Maintain MAAPC social media.~~

The student representative shall:

- Liaison to students.
- Actively participates in planning, quarterly meetings and student recruitment efforts.
- Supports the Board and engages in activities related to the student body, as requested.
- Ad Hoc member of the Conference Committee - shares ideas for speakers.
- Works with social media and assist secretary with social media updates.

Standing committees, ~~to be appointed as needed:~~

- Legislative: liaise with MAAPC lobbyists and monitor the General Assembly's website for issues that may impact members and the organization.
- Conference: develop conferences as desired by the Board.
- Media:
 - Manage website (postings, updates, etc.)
 - Work with ENP webmasters.
 - Post, retire and update website with affiliate documents to include but not limited to: conference information, job opportunities, feedback /survey notices, meeting dates/locations/virtual meeting access/agenda/minutes, board members, opportunities, etc.

- Stay informed of social trends (safety, security, and innovation) to protect integrity, mission, and goals of the organization.
- Verify and confirm legitimacy and appropriateness of data posted and maintained upon the website. Confirms with BOD prior to data and advertisements are posted.

The Board of Directors shall:

- Transact the business of MAAPC in the interim between meetings in accordance with the objectives and goals of MAAPC.
- Establish major administrative policies governing the affairs of MAAPC and develop measures for the group's growth and development.
- Decide on the date, place, and registration fee, if any, of the annual meeting.
- Authorize expenditures with approval of a simple majority of the Board.
- Provide for refunding necessary expenses incurred by members in the services of MAAPC.
- Appoint a representative for MAAPC to attend the annual American Association of Nurse Practitioner conference if a representative is willing and able to attend.
- Perform tasks decided by the Board based on individual expertise.
- Identify, interview, and nominate potential board members.
- Attend two (2) meetings annually. Failure to participate in at least two (2) board meetings in a consecutive year will result in automatic removal from the board.
- Spend the time appropriate to properly discharge their responsibilities to MAAPC and its members: Review meeting minutes, financial statements, conference updates and legislative reports prior to board meetings. MAAPC anticipates that participation by means other than personal attendance, including review of information, on average, to be five (5) hours per month.

Section 4. Board of Directors Meetings

- Regular meetings of the Board shall be held at such times and places as determined by the Board.
- Members and Chairs are welcome to attend Board meetings as non-voting members.

- A simple majority of the Board shall constitute a quorum at any meeting of the Board.

ARTICLE IV. BOARD APPOINTMENTS

- The Board shall call for applications for new Board members when openings occur.
- Candidates must have been an active member of MAAPC for 6months before applying.
- Candidates will submit curriculum vitae/resume and a letter of intent and/or short biography to Board.
- Qualified candidates shall be appointed by a majority vote of the Board.

ARTICLE V. MEETINGS

Section 1. Annual Meeting

- The Board will determine the time and place of the annual meeting.
- The purpose of this meeting shall be to introduce members of the Board, deliver reports, and to conduct any other business that may arise.
- Matters may be approved by a simple majority of the members who have voted by a date chosen by the Board.
- An educational session may be held in conjunction with the meeting.

Section 2. Special Meetings

- Any member of the Board may request a special meeting. The Board may approve this request with a simple majority.
- Any member of MAAPC may request a special meeting by written request to the Board. The Board may approve this request with a simple majority.
- Notice of the special meeting will be sent to the membership at least thirty (30) days prior to the meeting with the purpose of the meeting described.

ARTICLE VI. FISCAL YEAR

The fiscal year of the association shall be from July 1 to June 30.

ARTICLE VII. PARLIAMENTARY AUTHORITY

The rules in *The Standard Code of Parliamentary Procedure*, 4th Edition by Alice Sturgis shall govern meetings of the association in all cases to which they apply and in which they are not inconsistent with these bylaws.

ARTICLE VIII. AMENDMENTS

- The bylaws may be amended by a simple majority of the members who have voted by a date chosen by the Board.
- Copies of the proposed amendment(s) shall be in the possession of the Board at least one month and then shall be posted on social media for one month for member review and comment with a ballot to follow.

Reviewed and updated February 2007

Reviewed and updated September 2009

Reviewed and updated October 2010

Reviewed and updated February 2012

Reviewed and updated June 2015

Reviewed and updated January 2017

Reviewed and updated January 2020