7/16/2024

Nurse Practitioner Council of Collier County

**2024 BYLAWS**

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**NURSE PRACTITIONER COUNCIL OF COLLIER COUNTY BYLAWS**

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**NURSE PRACTITIONER COUNCIL OF COLLIER COUNTY BYLAWS**

# **ARTICLE I: NAME**

The name of this organization shall be the Nurse Practitioner Council of Collier County and may be referred to as NPCCC in these bylaws and within other official documents. The organization is a non-profit 501C.

# **ARTICLE II: MISSION**

The Mission of NPCCC is to:

* Serve as a forum for advanced practice nursing in response to the needs and interests of members.
* Provide opportunities for continuing education and networking for the NPCCC members.
* Advocate and promote high standards of advanced practice, education, and research.
* Support legislative initiatives that benefit patients and enhance advanced nursing practice.
* Highlight, market, and promote the proven ability of nurse practitioners to provide access to high quality and cost-effective care to individuals, their families, and the community at large.
* Promote the growth of the profession by mentoring, providing educational opportunities, and awarding scholarships to qualified nurse practitioner students.

# **ARTICLE III: MEMBERSHIP**

1. Qualification and Privileges of Full Membership:
2. Licensed Certified Nurse Practitioners.
3. Nurse Practitioners who have retired from practice.
4. Have voting privileges as outlined in Bylaws.
5. Eligible to run for office during the general Executive Board of Directors elections.
6. Qualifications for Student Membership:
7. Enrolled in an introductory advanced nurse practitioner program.
8. May participate on ad hoc and special committees as a member but may not serve as a committee chair.
9. Cannot hold executive office or vote.
10. Honorary Lifetime Membership:
11. Beginning with the Executive Board of Directors serving in 2022, an honorary lifetime membership may be offered to any person who has served on the Executive Board of Directors for a period of 10 years in the course of their membership.
12. Qualifications for Dismissal:
13. A member can be asked to relinquish their membership for 6 months after failing to notify the Vice President of Education of the inability to attend a dinner event 24 hours prior to that event on 3 occasions in a calendar year.
14. A member can be asked to relinquish their membership for unprofessional conduct deemed by the Executive Board of Directors, and membership dues will not be reimbursed.

# **ARTICLE IV: DUES**

1. Membership dues are paid on an annual basis. The forfeiture of all membership rights shall occur on the day on which membership expires.
2. The Executive Board of Directors shall set membership dues annually by majority vote.
3. The Executive Board of Directors membership dues shall be waived as a good measure for serving.

# **ARTICLE V: ELECTIONS**

1. The Executive Board of Directors shall consist of elected officers of the NPCCC and shall be responsible for overseeing the affairs and business of the NPCCC. All officers and members of the Executive Board of Directors shall hold full membership in the NPCCC.
2. Members of the Executive Board of Directors shall serve two-year terms with no more than two consecutive terms in the same position. After a two-year break, an officer may be elected to his/her prior position.
3. Election of the Executive Board of Directors officers shall take place by ballot by the last meeting of the NPCCC year. The term of office for the NPCCC officers is October 1- September 30.
4. Unexcused absences by any officer from two Executive Board meetings shall constitute a resignation from the Executive Board of Directors.

# **ARTICLE VI: OFFICERS**

1. The Officers of the Executive Board of Directors of the Nurse Practitioner Council of Collier County shall consist of a President, Vice President of Legislation, Vice President of Education, Secretary, Treasurer, Marketing Chair, Membership & Nominations Chair, and one Member at Large for a total of 8 members.

2. Elections of the following officers occur in ODD numbered years:

1. President
2. Treasurer
3. Membership & Nominations Chair
4. Member at Large

3. Elections of the following officers occur in EVEN numbered years:

1. Vice President of Legislation
2. Vice President of Education
3. Secretary
4. Marketing Chair

 4. One Student Member of the NPCCC will be eligible to serve as a member of the Executive Board of Directors for a one-year term. The Student Member may attend all Executive Board of Directors meetings, but will not have voting privileges. Election of the Student Member will occur during the election of officers annually.

# **ARTICLE VII: DUTIES OF THE EXECUTIVE BOARD OF DIRECTORS**

1. **The President shall:**
2. Serve as the leading representative of the NPCCC organization.
3. Attend or designate an attendee for Regional, State, and National meetings as indicated.
4. Coordinate and moderate all Executive Board of Directors meetings and related communications.
5. Preside at all general membership and Executive Board of Directors meetings.
6. Act as ex-officio member of all committees.
7. Appoint Ad Hoc Committees upon the recommendation of the Executive Board of Directors.
8. Serve as an advisory member of the succeeding Executive Board of Directors for one year. This ex-officio has no voting privileges at these meetings.
9. **The Vice President of Legislation shall:**
10. Inform Executive Board of Directors of legislative and legal issues concerning Nurse Practitioners.
11. Inform NPCCC members in a timely manner of legislative and legal issues concerning Nurse Practitioners.
12. Maintain the Legislative and Political Announcement area of NPCCC website.
13. Maintain the NP Action Alerts area of NPCCC website.
14. Coordinate legislative activities for the NPCCC.
15. Assume duties of the President should the President be absent or unable to serve.
16. Act as the Chair of the Bylaws committee.
17. Review and/or revise bylaws every 4 years, minimally, in coordination with the Executive Board of Directors.
18. Prepare or delegate preparation a draft and final Bylaws for Executive Board of Directors approval prior to presenting to NPCCC membership for final approval.
19. Maintain the Bylaws section of the NPCCC website.
20. **The Vice President of Education shall:**
21. Serve as Program Chair to schedule and coordinate all programs for each general NPCCC membership meeting in collaboration with the Executive Board of Directors.
22. Document and track general NPCCC meeting attendance.
23. Provide meeting sponsor with attendance records as needed.
24. Maintain the Education & Events areas of the NPCCC website.
25. CEU’s shall be provided, as appropriate, when available.
26. Perform duties of the President in the event(s) of absence of the Vice President of Legislation.
27. **The Secretary shall:**
28. Record and maintain the meeting minutes of the Executive Board of Directors.
29. Provide draft meeting minutes to the Executive Board of Directors within 10 days of the meeting.
30. Furnish a final copy of meeting minutes to the Executive Board of Directors for approval prior to the next scheduled meeting.
31. Provide the meeting moderator of the Executive Board of Directors with a summary of open/unfinished business items to be included in the agenda.
32. Ensure that the agenda reflects any interim voting that occurred since the previous meeting as part of the upcoming meeting agenda.
33. **The Treasurer shall:**
34. Maintain complete and accurate financial records reflecting debits, credits, and balances of NPCCC business.
35. Provide a written financial report at Executive Board of Directors meetings.
36. Submit a written yearly financial summary report to Executive Board of Directors members.
37. Oversee the preparation and implementation of the annual budget.
38. Complete and maintain any financial documents as required by law.
39. Obtain approval from the Executive Board of Directors for any NPCCC expenses not included in the annual budget.
40. **The Marketing Chair shall:**
41. Serve as a public liaison for the NPCCC.
42. Develop, promote, and implement marketing plans.
43. Coordinate the purchasing and maintain inventory of promotional merchandise.
44. Provide a Marketing Report to the NPCCC Executive Board of Directors and general membership.
45. Record and update the public regarding NPCCC functions.
46. Act as Chair for coordinating efforts related to NP week.
47. Maintain NPCCC social media accounts.
48. **The Membership & Nominations Chair shall:**
49. Provide membership status updates (active, renewals, and lapses) at Executive Board of Directors meetings.
50. Collaborate with the Executive Board of Directors on ways to increase and preserve membership by active recruitment and promotion.
51. Collaborate with the Executive Board of Directors on membership engagement.
52. Maintain the Membership portion of the NPCCC website.
53. Renew annual memberships for the active Executive Board of Directors and Honorary members.
54. Develop and maintain a timeline for the annual Executive Board of Directors elections.
55. Recruit candidates for each position to be filled on the Executive Board of Directors.
56. Prepare and coordinate the annual Executive Board of Directors elections.
57. Organize and chair the annual induction ceremony.
58. Establish and maintain the Executive Board of Directors contact list annually and as needed.
59. Maintain the Executive Board of Directors Members section of the NPCCC website.
60. **The Member at Large shall:**
61. Work on Sub-Committees as needed.
62. Be available to temporarily fill vacant positions mid-term as needed, excluding that of the President, until a replacement officer is appointed.

9. **Adjunct Roles**

1. **The Historian:**
	1. Appointed volunteer position.
	2. Not a regular voting member, but may cast the deciding vote in the event of a split vote of the Executive Board of Directors.Not counted as part of quorum.
	3. Maintain the history, memorabilia, and photo area of NPCCC web page.

10. **All Officers Should:**

1. Make available to their successors all pertinent executive office material within two weeks of completion of term.
2. Materials shall include all books, minutes, and properties that belong to the respective offices.

# **ARTICLE VIII: VACANCIES**

1. In the event that the President cannot complete the term of office, the line of succession is Vice President of Legislation followed by the Vice President of Education.

2. Should a vacancy occur during the term of any other office, eligible NPCCC members will be notified of the vacancy and encouraged to submit themselves for consideration.

3. The Executive Board of Directors will vote and appoint a replacement officer.

4. Appointed officers shall serve for the remaining term of the position which is not counted towards term limits.

**ARTICLE IX: MEETINGS**

 1. The Executive Board of Directors will meet quarterly. The President may call additional meetings with a two week notice to Committee members.

2. In the interval between regular meetings of the Executive Board of Directors, the President may refer to the Executive Board of Directors questions relating to the affairs of the organization which require immediate action on the part of the Executive Board Directors. The result of such referendum requires a majority vote of the Executive Board of Directors. The voting may occur via electronic means and results shall be recorded in the minutes of the next meeting following the vote by the Secretary.

3. The President or the Vice Presidents may call an emergency meeting at any time.

4. There shall be a minimum of one business meeting each year for the general membership. The time and place of this meeting shall be published at least thirty (30) days prior to the meeting.

# **ARTICLE X: COMMITTEES**

 1. The committees of the NPCCC shall have a chair appointed by the President and subject to approval of the Executive Board of Directors. Each committee shall have at least two members.

 2. Volunteers serving on each committee will be noted in the minutes of the first meeting of the new term and as needed.

3. Each committee shall review its mission annually, and submit an annual report to the Treasurer with a projected budget for the next year. The Executive Board of Directors will vote on approvals/denials.

4. The following are standing committees of the NPCCC:

1. **Benevolence Committee:** Mission is to provide financial and non-financial support of NPCCC members and to other Nurse Practitioners in the community.
2. **Philanthropy Committee:** Mission is to provide financial and non-financial support to organizations that require ongoing community resources. Philanthropic activities are made in collaboration with the Executive Board of Directors
3. **Historical Committee:** Maintains the history and memorabilia of NPCCC. In the event of a split vote of the Executive Board of Directors, the historian will cast the deciding vote (not a regular voting member).
4. **Bylaws Committee:** Mission to provide ongoing review and revision of the Bylaws.

# **ARTICLE XI: SCOLARSHIPS**

1. Endowed Florida Gulf Coast University Scholarship.
2. Additional scholarships may be budgeted for and offered to APRN students who live or work in Collier County.
3. Selection Process:
	1. Eligible candidate applications are submitted to the President.
	2. The Executive Board of Directors selects the candidate by majority vote.
	3. The Treasurer is charged with disbursement of agreed upon funds.
	4. The candidate selection is noted in the meeting minutes by the Secretary.

# **ARTICLE XII: QUORUM**

1. A simple majority of the Executive Board of Directors must be present at any Executive Board of Directors meeting to constitute a quorum; either in person or by telephone or internet.
2. The President/President Designee and two other members of the Executive Board of Directors shall be present at all general membership meetings.
3. Issues and or Bylaw amendments requiring approval of the NPCCC membership will:
4. Provide NPCCC members a minimal 10-day notice of the proposed change prior to the actual date that voting begins.
5. Be adopted by a simple majority of the voting NPCCC members responding to the proposed change.
6. Implemented by whichever means (written, electronic, or show of hands) agreed upon by the Executive Board of Directors with the intent of notifying greatest number of NPCCC members.

**ARTICLE XIII: Parliamentary Procedure**:

1. Parliamentary procedure shall be that of “Roberts Rules of Order”.

**ARTICLE XIV: BYLAWS**

1. Revision and or Review of the Bylaws will be performed at least every 4 years by the Bylaws Committee.
2. Questions concerning the Bylaws can be presented to the Executive Board of Directors during the next scheduled NPCCC meeting.
3. Revision to the Bylaws made in Committee must be approved by a simple majority of the Executive Board of Directors prior to being presented to NPCCC membership as outlined in Article XII.

**ARTICLE XV: DISSOLUTION OF THE NPCCC**

1. The NPCCC may be dissolved upon the recommendation of a simple majority of the active Executive Board of Directors members.
2. NPCCC membership must be provided with a minimum of 30 days of notice of the Executive Board of Directors decision to dissolve.
3. NPCCC members will be notified by whichever means (written, electronic, or show of hands) agreed upon by the active Executive Board of Directors with the intent of notifying the greatest number of NPCCC members.
4. Dissolution will commence upon a simple majority vote by the voting NPCCC members.
5. Upon dissolution of the NPCCC, the net assets shall be applied as follows:
6. All liabilities and obligations shall be paid, satisfied, and discharged or adequate provision shall be made thereof.
7. The Executive Board of Directors will distribute remaining assets to like-nursing organizations, scholarships, and or charities as deemed appropriate upon a majority vote of the voting NPCCC members.