**Panhandle Nurse Practitioners Association Bylaws**

Article I Name

The name of this organization shall be:

 Panhandle Nurse Practitioners Association (PNPA)

**Article II PURPOSE**

Section I

The purpose of PNPA shall be:

1. To advance, support and promote the role of the nurse practitioner.

2. To promote accessible, quality health care by nurse practitioners.

Section II

The goals of this group shall be:

1. To provide continuing education programs for nurse practitioners.
2. To act as a resource group for nurse practitioners.
3. To promote communication and networking among nurse practitioners.
4. To establish channels for communication and cooperation with other groups who share the purpose of PNPA.
5. PNPA will be an affiliate member of Texan Nurse Practitioners (TNP) and will pay dues by dates according to TNP. PNPA may also choose any of the management offerings by TNP for local chapter at the time.

**Article III MEMBERSHIP**

Section I

The membership of PNPA shall be comprised of nurse practitioners.

Section II

Students currently enrolled in a graduate nurse practitioner program may join as a student member. Students have voting privileges.

Section III

Associate members shall be any persons interested in fostering the objectives of the organization. This category can include Physician Assistants and Clinical Nurse Specialists. They shall not vote or hold office.

Section IV

Honorary members shall be persons who have made outstanding contributions which foster the purpose of PNPA. They shall be elected by the membership. They may not vote or hold office.

Section V

Membership fees shall be due annually and managed by Treasurer/online registration at Website.

**Article IV MEETINGS**

Section I

Meetings will be held at least quarterly or more frequently if scheduled.

Section II

The quarterly meetings will consist of a business and program meeting.

Section III

Attendance at scheduled meetings is important. Mandatory attendance of board members at eight out of ten board meetings and seven out of ten scheduled general meetings is expected. If there is a situation that is unavoidable, the officer will notify the President prior to the Board meeting and provide their report for that scheduled meeting. If a Board member expects to miss a scheduled general meeting, the member should notify the Program Chair and the President.

**Article V OFFICERS**

Section I

The elected and appointed officers of PNPA shall be comprised of the Executive Board:

Elected Officers:

* + President
	+ President Elect
	+ Vice President
	+ Secretary/Corresponding Secretary
	+ Treasurer
	+ Public Relations /Program Chair
	+ Scholarship Chair

Appointed Officers:

* West Texas A&M University (WTAMU) Graduate Nursing Liaison
* Texas Tech University (TTU) Graduate Nursing Liaison
* Texas Nurse Practitioner (TNP) Liaison
* Graduate student representative

Section II

The officers shall be elected by the membership and shall hold office for a term total of 8 years with re-election every two years. If the office does not have a candidate for office on the eighth year of the incumbent, they may submit in writing to the election committee to be placed on the ballot.

Section III

The president shall preside at all meetings of the organization, appoint committees, fill vacancies by appointment and perform such duties as are customary for a presiding officer.

Section IV

The Vice President shall perform the duties of the office of President in the absence of the President or in the case of inability to act.

Section V

The Treasurer shall be responsible for all budgetary matters and financial affairs. The Treasurer will collect dues and report on the financial condition of the group at the request of the President or the membership and submit timely reports to the Board at scheduled Board meetings.

Section VI

The Secretary will be responsible for outside communications that will include notifying members of meeting times and maintaining the Web updates. The Corresponding Secretary will be responsible for designating an Election Committee composed of elected and appointed Board members. This committee may be responsible for obtaining the list of candidates for the annual election and preparing a ballot. An Election Committee may be designated to be responsible for counting the ballots and announcing the winners to the general membership. The Secretary will also be responsible for taking minutes at the scheduled Board meetings and distributing these minutes to the Board members in a timely manner.

Section VII

The Public Relations person will have combined duties of the Program Chair to be responsible for promoting public awareness of the profession of a nurse practitioner and keeping a historical record of PNPA activities.

Section VIII

The Program Chair will be responsible for the topics/speakers for the program meetings during the year. The Program Chair will notify the Corresponding Secretary of planned programs in a timely manner in order for an adequate time frame in which to distribute the information to the membership. The Program Chair will be a member of the annual Conference Committee.

Section IX

The Scholarship Chair shall be responsible for fund raising activities for the Juanita Walker Scholarship Fund.

Section X

A local member of the West Texas A&M University (WTAMU) graduate school of nursing faculty will be appointed by the PNPA Executive Committee annually to a liaison position. The WTAMU liaison position will hold voting privileges.

The WTAMU liaison will be expected to notify undergraduate and graduate students of PNPA activities that would enhance their knowledge of the professional role of the nurse practitioner. Information should be coordinated with the Program Chair and WTAMU graduate instructors and undergraduate Capstone instructors. When there is not a representative available as a liaison from the WTAMU Graduate Nursing Program, a non-voting liaison may be sent to Board activities.

Section XI

President-Elect: The President -Elect will be the next President when the term of the elected president has expired. This position will be on an as needed basis and will only be placed on a ballot should the current President resign at the end of the current term. This position will be a voting position on the executive board. This position is also a learning position for the to be new President of the Association which will also have privileges to the President’s Council with TNP in the absence of the President and may have conferences comped for TNP as a Representative of PNPA.

Section XII

A local member of the Texas Tech University Health Sciences Center (TTUHSC) graduate school of nursing faculty will be appointed by the PNPA Executive Committee annually to a liaison position. The liaison position will hold voting privileges.

The TTUHSC liaison will be expected to submit information on the PNPA activities to the TTUHSC graduate school of nursing students interested in attending local activities. When no graduate TTUHSC graduate school of nursing faculty member is available locally to hold this position, the PNPA secretary will be responsible for submitting meeting and symposium invitations to TTUHSC School of nursing contacts and interested graduate students.

Section XIII

The President of PNPA will serve on the Texas Nurse Practitioner (TNP) Presidents council and represent the local affiliate.

ARTICLE VI Election of Officers

Section I

The officers shall be nominated and elected every two years by the membership. Officers will be elected on alternating years with the President, Treasurer, and President elect one year and the Vice President, Public Relations/Historian Chair, Secretary and Scholarship Chair elected the following year.

Section II

Criteria for becoming a candidate for the PNPA executive board will include: Having paid dues for one year prior to nomination and be a member in good standing with the Texas Board of Nurse Examiners.

Section III

Nomination of Officers: Every year the Executive Board, with the assistance of the Secretary and the Election Committee, shall receive from the membership a list of verified names and from this list prepare a slate of candidates to be presented to the membership. Write in candidates will be accepted for nomination.

Section IV

Ballots: Elections will be held at the annual Symposium and may also be held online if a majority of the members are not present at the Annual Symposium.

Section V

Counting the Ballots: The Executive Board shall count Election results, or the Election Committee as appointed by the Corresponding Secretary. In the case of a tie, the Executive Board shall determine the winner.

Section VI

Notification of election: the Secretary shall notify all candidates of the results after the Executive committee meeting. New officers shall assume office on August 1.

Article VII GENERAL PROVISIONS

Section I

The fiscal year shall begin August 1.

Section II

Bylaws may be amended at any meeting of the membership provided that:

1. The proposed amendment is submitted to the membership in writing at least four weeks prior to the meeting.

2. The proposed amendment is adopted by two thirds of the membership in attendance at that meeting.

Special section for Pandemic

After COVID 19 Pandemic of 2019, Board Meeting, monthly meetings and CEU activities offered by PNPA may be held on-line.

Depending on the CITY of Amarillo, meetings and gathering of members shall adhere strictly to the city guidance of gathering of individuals.

The President may make special appoints to the board if election of officers is not possible in person at the Symposium or on line.

Revised September 16, 2025