

Advanced Practice Providers Leaders in Education Bylaws

Article I

Name and Affiliation

The name of the organization shall be the Advanced Practice Providers (APP) Leaders in Education. The organization may also be known as APPLE.

Article II

Mission and Goals

Section 1 – Mission of APPLE: Connect advanced practice providers leaders in education to advocate for professional development of APPs and inspire commitment to lifelong learning.

Section 2 – The goals of APPLE are:

Foster a Collaborative Network: Build a robust, inclusive network of advanced practice provider (APP) educators and leaders to promote shared resources, mentorship, and best practices that enhance professional growth and development within the APP community.

Advocate for Lifelong Learning Initiatives: Advocate for ongoing education, certifications, and professional development opportunities that empower APPs to maintain clinical excellence, stay current with evidence-based practices, and inspire a culture of continuous improvement in healthcare.

Champion Leadership and Policy Advocacy: Engage APP educators in leadership roles to influence healthcare policies, advance educational standards, and promote the professional recognition of APPs in diverse healthcare settings.

Article III

Membership

Section 1 – Classification: There shall be [one] category of membership which is Regular. Additional membership types may be added as determined by the Executive Board.

Section 1.1 – Regular Member: A Regular Member is a currently licensed Advanced practice registered nurse (including nurse practitioner, nurse midwife, nurse anesthetist, clinical nurse specialist), currently licensed physician assistant, or currently licensed

anesthesia assistant who is engaged in any aspect of APP professional development. A Regular Member may vote, hold office, and serve on committees.

Section 2 – Membership is not transferable to another person.

Section 3 – Membership dues shall be determined by the Executive Board.

Article IV

Elected Officers

Section 1 – The organization shall have an Executive Board comprised of a President, President Elect, Treasurer, Secretary, Communications Lead, Past President, and Member(s) at Large.

No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. When a member of the Executive Board is unable to meet the requirements of the position, that person may resign in writing. Written resignation may be called for by two-thirds vote of the remaining members of the Executive Board.

In the event of a vacancy in the office of the President, the duties of the office shall be assumed by the President-Elect or by an appointment by the Executive Board. A vacancy in any other elected position shall be filled by an appointment by the Executive Board to complete the term.

Section 2 –The Executive Board shall determine the strategic direction of the organization and oversee its management. Each Board member shall be accountable for contributing both time and financial resources to advance the mission of the organization. Board members shall:

1. Make an annual monetary contribution in an amount no less than twenty-five dollars (\$25).
2. Contribute no less than one (1) hour per month of service to the organization.
3. Maintain a record of time spent performing organizational duties and submit such time logs annually in the manner prescribed by the Board.
4. Fulfill participation, service, and committee obligations as established by the Board.

Section 3 – The President, in collaboration with the Executive Board, shall:

- Oversee the organization and preside at all business and Executive Board meetings of the organization.
- Guide the organizations strategic plan, communicate with stakeholders, and create and appoint committee chairs as necessary.
- Authorize decisions between meetings on behalf of the Executive Board, when such decisions are a reasonable interpretation of Executive Board's policy.
- Serve as an ex-officio member of all committees.

The President-Elect, in collaboration with the Executive Board shall:

- Fulfill duties in the absence of the President.
- Learn the duties of the President to ensure implementation of the strategic initiatives including responsibilities as determined by consensus of the Executive Board.

The Treasurer, in collaboration with the Executive Board, shall:

- Manage the finances of the organization.
- Lead any fundraising efforts or grant writing to gain funds for the organization.
- Give a financial update/report at business meetings and Executive Board meetings.

The Secretary, in collaboration with the Executive Board, shall:

- Take minutes at all meetings.
- Help prepare agendas and necessary presentations for communications.
- Work with the communications chair to implement the organization's communication platforms.

The Communication Lead, in collaboration with the Executive Board, shall:

- Lead the creation and maintenance of the organization website, communication platforms, and listservs.
- Provide a communication update at business meetings and Executive Board meetings.

The Past President, in collaboration with the Executive Board, shall:

- Attend all board meetings and assist the Executive Board as needed.
- Participate in committees as determined by the Executive Board.

The Member(s) at Large, in collaboration with the Executive Board, shall:

- Attend all board meetings and serve as a liaison between membership and the Executive Board.
- Participate in committees as determined by the Executive Board.
- Address, manage, and assist in the resolution of human resources–related concerns or issues brought forward by members, ensuring matters are handled with discretion, fairness, and in alignment with the organization’s policies and bylaws.

Personal Committee

1. Recommending adding people/committee to manage HR issues/disagreements. We will add Members at large will deal with any personnel issues.
2. Board member should be accountable to donate time and money to the organization. Consider adding a minimum annual donation of \$25.
3. Board members need to log time spent working for organization and submit log yearly
4. For members should contribute at least 1 hour a month. We need to set a minimum time per month to be donated.

Article V

Nominations for Office

Section 1 – All Regular Members of APPLE shall be eligible to be nominated to the Executive Board. A written statement of interest must be submitted to the President prior to election. Membership must be current at the time of nomination and throughout service on the Executive Board.

Article VI

Elections

Section 1 – Elections shall be by electronic ballot.

Section 2 – Nominations and elections will take place quarter 4 of the even years.

Section 3 – A plurality vote for any office shall constitute an election. In case of a tie, the Executive Board will vote.

Section 4 – Candidates shall take office at the start of the calendar year of the odd year.

Section 5 – Electronic ballots shall be deleted following the election. Other records pertaining to the election shall be preserved.

Article VII

Meetings

Section 1 – The regular membership meeting of the organization shall be held ordered by the Executive Board.

Section 2 – Meetings of the Executive Board shall be convened as the business and development of the organization indicate. Meetings of the Executive Board shall be convened at least semi-annually.

Section 3 – Special meetings may be called by the President or the Executive Board as needed. The purpose of the meeting shall be stated in the call to meeting.

Article VIII

Task Forces and Committees

Section 1 – The Executive Board shall establish task forces as necessary to accomplish the purposes of the organization.

Section 2 – Standing committees shall be established as necessary to carry on the work of the organization.

Article IX

Governing Authority

The Executive Board is the governing authority for the organization.

A quorum of the Executive Board is majority of all members of the Executive Board.

Preferred decision-making of the Executive Board will be consensus. Consensus is defined

as general agreement or accord on a matter or an issue. In the event consensus cannot be reached, the current edition of Robert's Rules of Order shall guide the decision-making process, as long as Robert's Rules of Order do not conflict with the bylaws or special rules of the organization. ([Robert's Rules of Order | Cheat Sheet for Nonprofits | BoardEffect](#))

Article X

Amendment of Bylaws

Proposals for amendments to these bylaws may be initiated by action of the Executive Board. Individual members may submit suggestions for bylaws changes to the Executive Board for consideration.

The bylaws may be amended through electronic vote of the membership wherein a majority of those who vote constitutes adoption of the amendment.

Article XI

Dissolution

Dissolution of the organization may only occur by a two-thirds majority vote of members attending a business meeting or responding to an electronic ballot, or when a formal petition for bankruptcy is filed. Upon the dissolution of the organization and after the payment or provision for payment of all liabilities of the organization, the Executive Board pose of all assets of the organization to organizations that are qualified as tax-exempt organizations under Section 501 (c)(6) of the Internal Revenue Code.

Any assets not so disposed of shall be disbursed by a court from the jurisdiction in the county in which the principal office of the corporation is located.