

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 in the state of Maryland.

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 APC 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 in Maryland.
- 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 the Maryland 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 and serving in the state of Maryland.

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 hold an appointed office or vote in the business of MAAPC, but shall have the other benefits and privileges of membership.

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.

Section 2. Rights of Membership

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

- Benefits of group affiliation.
- Networking support via MAAPC's website.
- Opportunities to earn CE/CME by attending educational conferences and dinners.
- Representation at the State level to the General Assembly.
- Discounted membership for AANP, which provides representation at the Federal level.

Section 3. Dues

Renewals shall be sent out monthly and collected by the Treasurer.

The Board of Directors 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 DIRECTORS, CHAIRS AND DUTIES

Section 1. Directors / Chairs

There shall be five Directors of MAAPC who shall appoint a president, secretary, and treasurer.

There shall be three standing committee chairs: Communication, Legislation and Education.

Section 2. Terms of Office

Directors shall serve for a term of two years or until their successors are appointed.

Chairs shall serve two years and may be reappointed by the Board.

The duties of all officers shall begin July 1.

The Board shall maintain at least 2 members who hold prior experience in the managing of the MAAPC Board.

Section 3. Duties of Directors / Chairs

The President shall:

- Act as chairperson of the Board of Directors.
- Schedule and preside over all meetings of the Board of Directors, 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:

- Prepare and send 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 quarterly financial reports to the Board of Directors.
- Provide an annual report to all members.
- Prepare and submit annual tax information to MAAPC accountants.
- Release the books to a person, appointed by the Board of Directors, 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:

- Prepare and send all correspondence.

- Maintain a current list of member names, addresses, phone numbers, and e-mail addresses.

The Communications Chair, in conjunction with the Secretary, shall maintain the MAAPC website, twitter account, facebook page, and other social media as needed.

The Legislative Chair shall liaise with MAAPC lobbyists and monitor the General Assembly's website for issues that may impact members and the organization

The Education Chair shall develop an annual conference, dinner meetings and ½ day conferences as desired by the Board.

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 majority of the Board of Directors.
- Provide for refunding necessary expenses incurred by members in the services of MAAPC.
- Appoint a representative for MAAPC to attend the annual American Academy 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.

Section 4. Board of Directors Meetings

Regular meetings (no less than quarterly) of the Board of Directors shall be held at such times and places as determined by the Board of Directors.

Members and Chairs are welcome to attend Board of Director meetings as non-voting members.

Any member of the Board of Directors who is absent for 50% of the regular meetings of the Board of Directors will be assumed to have resigned.

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

ARTICLE IV BOARD APPOINTMENTS

Section 1: Applicants

The Board of Directors shall call for applications for new Board members when openings occur.

Candidates will submit curriculum vitae, letter of intent, and written answers to questions posed by the Board.

Qualified candidates shall be appointed by a majority vote of the Board of Directors.

ARTICLE V MEETINGS

Section 1. Annual Meeting

The Board of Directors will determine the time and place of the annual meeting.

The purpose of this meeting shall be to introduce members of the Board of Directors, 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 of Directors may call special meetings.

Any member of MAAPC may request a special meeting by written request to the Board of Directors. The Board of Directors may approve this request with a majority approval.

Notice of the special meeting will be sent to the membership at least ten 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 current edition of 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

Section 1.

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 MAAPC's Board at least one month prior to the date of the general meeting and shall be posted on the website at that time for member review and comment.

Section 2.

The bylaws may be amended without previous notice by 99% of members present.

Reviewed and updated February 2007
Reviewed and updated September 2009
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