

Section 3: Functions

Members will vote on actions recommended by the Executive Board, i.e. annual dues, amendments to bylaws. Members will vote for new officers annually. Members are encouraged to participate on committees.

Section 4: Dues

- a. The annual dues shall be in an amount approved by the membership.
- b. Dues shall be due and payable annually.

ARTICLE IV – OFFICERS OF THE EXECUTIVE BOARD

Section 1: Executive Board

The Executive Board shall consist of the elected officers, as well as the past president, the past treasurer, and the past secretary. The Executive Board shall meet at the call of the President to direct business and financial affairs, to establish administrative policy, to determine action on committee reports, and to promote the mission of the Council.

Section - 2: Elected Officers

The elected officers shall be President, Vice-President (President-elect), Secretary, Secretary-elect, Treasurer, Treasurer-elect and the committees' chair(s). No person may hold more than one office at a time.

Section 3: Officers Term

Officers of the Executive Board shall start their term at the February Board meeting, and finish their term at the February Board meeting of the following year unless re-elected. Elected officers shall hold office for a minimum of one year.

Section 4: Qualifications of Elected Officers

A member of the CFANPC in good standing who holds a Florida license to practice as an Advanced Practice Nurse shall be eligible for nomination and election.

Section 5: Vacancy

If any position becomes vacant, the President shall appoint a qualified person to fill such a vacancy until the next election.

Section 6: President's Duties

The President shall serve as the CEO of the Council. The President shall serve as bylaws chairperson and be responsible for maintaining and calling for reviews of the bylaws. The President shall be chairperson of and preside at all meetings.

Section 7: Vice-President's Duties

The Vice-President shall perform the duties of the President in his/her absence. The Vice-President shall be considered the president-elect and shall assume the office of President at the end of the term.

Section 8: Secretary's Duties

- a. The Secretary shall keep the minutes of all meetings and conduct all correspondence.
- b. The Secretary shall prepare the Executive Board meeting minutes in a timely manner and send to the President for review before the next Executive Board meeting. The Executive Board shall approve these minutes at the following Executive Board meeting. They shall be posted in the website to all members subsequently.
- c. The Secretary shall prepare the monthly Membership meeting minutes in a timely manner and send to the President for review before the next Membership meeting. They shall be posted in the website for all members to review.

- d. The Secretary shall make reports as determined by the officers.
- e. The Secretary-elect shall assist the Secretary and perform his/her duties in his/her absence or as needed and shall assume the office of Secretary at the end of the term.

Section 9: Treasurer's Duties:

- a. The Treasurer shall be in charge of the funds and records. The Treasurer shall oversee the accounting procedures for handling of funds and be responsible for the disbursement of funds.
- b. The Treasurer shall report on the financial status at each Executive Board meeting.
- c. The Treasurer shall file the Florida Corporation Annual Report in the month of March of each year. The new elected Board shall be updated in that report shall be the President, Vice-President, Secretary, and Treasurer.
- d. The treasurer shall be the Registered Agent before the Florida Department of State Division of Corporation.
- e. The treasurer shall send the annual financial report to the Board members by electronic mail.
- f. The treasurer shall submit the next annual proposed budget forecast at the November Board meeting.
- g. The Treasurer-elect shall assist the Treasurer and perform his/her duties in his/her absence or as needed and shall assume the office of Treasurer after the annual taxes are submitted.

ARTICLE V - COMMITTEES

Section 1: Elections and Appointments

All committee chairpersons shall be elected and committee assistants shall be appointed by the chair or President. Each committee shall consist of a chairperson and assistant(s). Unlike the committee chair person who shall hold a Florida license to practice as an Advanced Practice Nurse, other CFANPC members in good standing shall be eligible for appointment as committee assistants.

Section 2: Committees

- a. Nominating Committee shall prepare the slate of nominees for elected offices. Also shall collect their bio for placement at the CFANPC website.
- b. Membership Committee shall assure all paid members meet the qualifications for membership and are eligible to attend meetings as designated by invitation availability.
- c. Hospitality Committee shall promote the growth of the Council's membership. They shall assist with Membership meetings sign in table and distribution of meeting materials.
- d. Education/Program Committee shall arrange for speakers for the membership meetings, including assistance with venue, invitations, sponsors and continuing education programming.
- e. Website Committee shall assist with CFANPC website enhancement and maintenance.
- f. Legislative Committee shall serve as a resource pertaining to professional scope and practice. The committee will act as a liaison between the Florida Nurses Association and the CFANPC. They shall attend legislative meetings periodically and present current legislative issues to the members.
- g. Scholarship Committee shall coordinate the selection of the individuals to be

awarded according to the Executive Board decisions. They shall revise criteria, policy, and procedure for the scholarship to be voted by members periodically.

- h. Social, Networking and Media Committee shall engage members by increasing communication via social networking interfaces. The committee will serve as a resource to members wishing to further utilize social media to help increase community awareness regarding Nurse Practitioner roles.

ARTICLE VI - MEETINGS

Section 1: Executive Board Meetings

The President shall set the time and place of regular board meetings. Board meetings shall be at least once every quarter, preferably in February, May, August, and November.

Section 2: Membership Meetings

Membership meetings shall be held at a time and place designated by the Executive Board for the purpose of education, receiving reports of officers and committees, election of officers, and any other business that may arise. These meetings shall be held monthly according to sponsorship. Their meetings shall be in the Central Florida area. Invitation responses for meetings shall be initially open to members only and subsequently open to qualified non-members.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1: Nominations

- a. Nominations for officers of the Executive Board shall be presented by the Nominating Committee or from the floor by a member in good standing.
- b. All nominations shall be presented to the members at the September membership meeting. They also shall be posted at the CFANPC website.

Section 2: Elections

- a. The election of officers of the Executive Board shall take place at the November membership meeting. Members shall vote at the November membership meeting or via CFANPC website.
- b. Nominating Committee Chairperson shall be present at the election meeting and together with the President and two other Executive Board members count the votes for announcement of the elected officers at that meeting.

ARTICLE VIII - FISCAL YEAR DATES

The Fiscal year shall be from January 1 through December 31.

ARTICLE IX – ADDRESS OF ORGANIZATION

Principal place of business and mailing address shall be updated on the Florida Corporation Annual Report. This address shall be the Treasurer's address.

ARTICLE X – BYLAWS AND AMENDMENTS

Section 1: Frequency and Quorum

- a. Bylaws shall be reviewed yearly and amendments done as necessary.
- b. The minimum quorum for bylaws' amendment proposal to the members shall be 50% plus one of the Executive Board members.
- c. 50% plus one of general members who have voted electronically or in person shall approve bylaws' amendments.

Section 2: Process

- a. The Executive Board shall review the bylaws and propose necessary amendments. The Secretary shall send electronic mail with proposed changes for further review by the Executive Board