**Association for Nursing Professional Development(ANPD)**

**Chesapeake of Affiliate of Maryland**

**BYLAWS**

**ARTICLE** I - **Name**

The name of the organization shall be called the Chesapeake Affiliate of Maryland (CAM). CAM is an affiliate of the Association for Nursing Professional Development (ANPD)

**ARTICLE** II - **Purpose and Objectives**

**Section 1. Purpose**

The purpose of the CAM is to foster Nursing Professional Development and promote collaboration and learning among nursing professional development practitioners (NPDP).CAM will be the voice for NPDP in the state of Maryland. It is established exclusively for charitable, scientific and educational purposes as a not-for-profit association. It shall be conducted so that no part of its income or earnings will benefit of any member, officer or other individual.

**Section 2. Objectives**

The objectives of the CAM shall be:

1. To provide a networking forum for the sharing of educational information and resources.
2. To encourage communication throughout local, state, and national arenas
3. To act as a resource network to encourage and assist members in the continuous development, improvement, and practice of nursing professional development in a variety of settings.
4. To act as a resource for other health care professionals and organizations.
5. To provide opportunities to mentor those who are interested in the NPDP role.
6. To provide and promote nursing continuing professional development.

**ARTICLE III - Membership Section 1. Establishment of Membership**

Membership in CAM is unique to the member and is therefore, non-transferable.

Full members in the CAM shall be those whose primary role is nursing professional development.

## Associate membership is open to those who have an interest in nursing professional development. Associate members include but are not limited to nurses working at the bedside and/or masters level nursing students enrolled in the education track, non-nurses who are in support roles related to professional development. Associate members shall not hold office or chair committees, and do not have voting privileges.

**Section 2. Rights and Privileges**

## Full members shall have the right to:

* 1. Hold any elected position
  2. Vote on CAM issues
  3. Elect officers of CAM
  4. Vote on requested amendments to the CAM bylaws and regulations
  5. Vote on any proposed change in dues
  6. Access the membership distribution list for the purpose of conducting a query

**Section 3. Procedure for Membership Application**

## Membership is completed upon receipt of appropriate dues and completion of a membership form. See section I for description of full membership.

**Section 4. Termination of Membership**

Membership in the organization may be terminated by the officers of the organization for failure to renew dues within three months or non-compliance with any pertinent provisions of the bylaws, rules, and regulations of the CAM.

A member may at any time resign from CAM by notifying the officers in writing. Resignation will become effective upon receipt of notice by the President of CAM. Dues paid prior to resigning shall remain with the organization and not returned to the resigning member.

**ARTICLE IV** - **Officers**

**Section 1. Officers**

The officers of the CAM shall be President, President-Elect, Treasurer, Treasurer- Elect, Secretary and Secretary-Elect. Each officer shall be elected by the voting membership of CAM.

**Section 2. Eligibility**

Each elected officer shall be a member in good standing of the Association of Nursing Professional Development (ANPD) and CAM for a minimum of one year.

**Section 3. Term of Office**

Terms of office shall commence on July 1 of the election year and will be for two years. The President, Treasurer, and Secretary shall serve for a term of two years. The President-Elect, Treasurer-Elect, and Secretary-Elect shall take office in their respective positions commensurate with the new officers and will serve for two years in those positions before moving into the corresponding elected position (President, Treasurer, or Secretary) at the end of the term of the current officer.

**Section 4. Method of Selection**

A call for candidates is put out in January of the election year, and elections will take place in May of the election year. Interested candidates for officer positions will submit resume or bio to the Nominating Committee. A ballot listing the names of eligible candidates is created by the Nominating Committee and made available to voting members with candidate resumes, bios, and ballot due date. Votes shall be tabulated by members of the nominating committee, and the results of election shall be communicated, first to the current officers, and then to the membership.

**Section 5. Resignation**

Any officer may resign at any time by giving 60 days written notice to the President. The resignation shall become effective upon the date specified therein, or if no date is specified therein, upon the receipt of such resignation by the President. If the President were to resign, he or she would provide 60 days written notice to the remaining officers.

**Section 6. Removal from Office**

Any Officer shall be automatically removed for loss of membership status or failure to maintain eligibility for membership.

**Section 7. Vacancies**

1. If the office of the President, Treasurer, or Secretary becomes vacant, the corresponding Elect officer shall succeed to the office and shall continue to serve for the remainder of the current term.
2. If the office of the President-Elect, Treasurer-Elect, or Secretary-Elect becomes vacant, the remaining officers shall determine if a special election is to be held. If an election is held, the new officer elected shall complete the remainder of the current term and shall automatically assume the corresponding office at the end of that term.
3. If both the President and President-Elect positions shall become vacant, the members shall elect a President ProTempor to serve for the remaining portion of the current term. At the next regular election of CAM, a President and President-Elect shall be elected in accordance with the provision of these bylaws. If the roles of Treasurer, Secretary and the corresponding Elect positions become vacant at the same time, the remaining officers will determine succession to those positions.

**Section 8. Duties of Officers**

1. The President shall:
   1. Act as the Chief Executive Officer of CAM.
   2. Set meeting agendas
   3. Preside at all meetings of CAM, or designate another officer to preside.
   4. Report CAM activities to CAM membership as required.
   5. Approve expenses for CAM.
   6. Represent CAM at the annual ANPD conference, if able, or recommend another officer to attend in his or her place.
   7. Facilitate the formulation and communication of position statements reflecting the posture of the membership on appropriate health care and nursing issues.
   8. Appoint and/or guide the selection of the President of committees as authorized by these bylaws.
   9. Be the point of contact for communication and to foster relationships with the ANPD and other nursing organizations and member affiliates.
2. The President-Elect shall:
   1. Perform all duties and assume all responsibilities of the President, in the absence or incapacity of the President.
   2. Coordinate membership and recruitment activities.
   3. Assist President in the preparation of meeting agendas.
   4. Assist the President in all responsibilities and functions in preparation to serve in the role
3. The Treasurer shall:
   1. Have access to and manage CAM bank records and funds
   2. Prepare and submit an annual budget to the officers and the membership.
   3. Provide guidance in financial matters.
   4. Maintain financial records and accounts for CAM.
   5. Disburse funds as approved by the President and/or the President-Elect.
   6. Provide financial reports to the officers and CAM membership upon request of the officers.
   7. Assure the audit of the financial records of CAM as requested by the officers.
   8. Perform such other duties as may be necessary.
4. The Treasurer-Elect shall:
   1. Assist the Treasurer in all responsibilities and functions in preparation to serve in the role.
5. The Secretary shall:
   1. Distribute meeting agendas
   2. Record and distribute meeting minutes
   3. Maintain an active membership listing
   4. Assist in the creation of meeting agenda when needed
   5. Perform such other duties as may be necessary.
6. Secretary -Elect shall:
   1. Assist the Secretary in all responsibilities and functions in preparation to serve in the role.
7. Immediate Past Officers shall:
   1. Provide guidance in the transfer of responsibilities to the new corresponding officer role and assist with continuity in matters that extend into the succeeding year.
   2. The Immediate Past President will preside over the Nominating Committee of CAM for the next election cycle.

**ARTICLE V- Meetings**

**Section 1. Meetings**

There shall be at least five membership meetings per year, every other month. Additional meetings for the transaction of business may be called at the discretion of the officers or members.

Each membership meeting will comprise a review of minutes from previous meetings, reports from the President and other officers, reports from President Committees (if applicable) and other continuing business, in addition to an open forum for communicating issues of interest or importance to CAM members. The President or designee will preside over each membership meeting and shall conduct the order of business at his/her discretion. Notice of each meeting will be sent by the Secretary or designee to all members no less than 15 days prior to the proposed meeting.

There shall be an Annual Meeting of CAM members for which the purpose will be to elect officers and conduct regular business of interest to CAM members. The President will preside the Annual Meeting and shall conduct the order of business at his/her discretion. Notice for the Annual Meeting will be sent by the Secretary or designee to all members no less than 15 days prior to the meeting.

**Section 2. Special Meetings**

Additional meetings may be called by the President upon the request of any voting member. Such special meetings shall be limited to consideration of subjects which the President, in his/her sole discretion, believes to be critical to the membership of CAM.

The President of CAM shall notify the membership no less than 15 days prior to the date of the meeting.

**Section 3. Voting**

Each full member of CAM shall be entitled to one vote. Associate members may not cast votes for any matter relating to CAM, including the election of officers or mediation of these Bylaws. **Proxy voting shall not be permitted.** All voting decisions will be documented and retrievable.

**Section 4. Quorum**

Business matters submitted to a vote shall be determined by a majority of eligible voting members present. An exception to this general quorum rule is for votes on elections, affiliations or bylaw changes that aredistributed to all Full Members and which shall require a 20% vote of all available Full Members to approve.

**ARTICLE VI** - **Committees**

Special committees may be recommended from time to time by the membership or by the officers, and shall be convened by the President.

The President shall appoint a Committee Chair and members will be appointed by either CAM officers or the Committee Chair. The term of office for members shall be determined according to the purpose, goals, and timeframe of the committee. The Committee Chair or any CAM officer can propose disbanding the committee when its function is no longer needed. Once proposed, officers will vote on disbandment of a committee.

Special committees shall submit regular reports of their activities to the membership.

The following will be documented related to committee formation and disbandment:

* Purpose
* Date of formation
* Committee Chair and membership
* Date of disbandment and reason

Examples: The Membership Committee, Nominating Committee, and Education and Event Planning Committee.

**ARTICLE VII** -**Finances**

**Section 1. Budget Preparation and Adoption**

On an annual basis, the Treasurer shall compile a proposed budget for the subsequent year and shall submit the proposed budget to the President and President-Elect no less than 60 days prior to the beginning of the next fiscal year. The budget shall be reviewed by the President and President-Elect and voted upon by the officers. Upon approval of the budget by the officers, the budget shall be presented to the membership. The fiscal year shall be the period July 1 - June 30.

**Section 2. Dues** & **Fees**

1. Membership dues are collected annually on a rolling basis.
2. The amount of membership dues and related fees are determined by the President in collaboration with the officers. Member Fees are outlined in Addendum A and can be updated by the CAM officers without changes to the bylaws.
3. Any increase or modification to the dues will become effective immediately upon adoption by a two-thirds vote of the membership. All dues paid shall become the property of CAM. Dues will not be refunded for any reason once paid by the member. Dues are personal to the member for whom they are submitted and are, therefore, non-transferable
4. In the event a member fails to submit dues within 60 days of notice to submit dues, he/she will receive an invoice reminding him/her to do so. If the member does not submit dues in the next 30 days, membership in CAM will automatically be relinquished.

**Section 3. Audits**

The officers may request an audit of CAM records, receipts, and books at any time. Such audit will be conducted by a person who has been approved by a majority of the officers. Any written reports or findings by the auditor will be presented to the President and President-Elect and will be available for review by any officer or member upon written request.

**ARTICLE VIII - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order

([ht tp://www.robertsrule .org/)](http://www.robertsrule.org/)) shall govern the CAM in all cases to which they are applicable and are not inconsistent with these bylaws and any special rules of order the CAM may adopt.

**ARTICLE IX-Policies**

The officers may, from time to time, act to develop, amend or abolish policies or procedures. Such actions will be posed to the general membership for advisement.

**ARTICLE X - Amendments to the Bylaws**

The bylaws will be reviewed annually, and may be altered, amended, or replaced by one of the following: a two-thirds vote in the affirmative of the membership, by a majority of returned ballots, or upon the recommendation by the officers to the membership. Any member may suggest changes in the bylaws by submitting the request to be added to an affiliate meeting agenda. Any proposed changes will be discussed with the membership and should be sent to all members at least thirty days prior to voting.

# ARTICLE XI- Affiliations

## The CAM may enter into agreements of affiliation with state and/or regional associations for nursing under provisions determined and described by the officers and approved by the membership. A vote on affiliations shall be determined by a majority vote of the total number of ballots.

**ARTICLE XII-Dissolution**

The organization shall be dissolved upon a two-thirds majority vote of members attending a membership meeting, responding to a mail ballot, or when formal petition for bankruptcy is filed. Upon dissolution and after the payment or provision for payment of all liabilities of the organization, the officers will dispose of all remaining assets of the organization to other organizations, like CAM, that are qualified as tax-exempt organizations under Section 501(c)(6) of the Internal Revenue Code.

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