

Constitution and Bylaws

ARTICLE I - NAME

The name of this organization shall be the Michigan Chapter of the National Association of Pediatric Nurse Practitioners.

ARTICLE II - PURPOSES

The purposes of this organization shall be as follows:

- A. To promote and foster the objectives of the National Association of Pediatric Nurse Practitioners in the Michigan area.
- B. To develop and/or sponsor educational programs for the ongoing education of pediatric nurse practitioners and other Advanced Practice Nurses with an interest in pediatrics.
- C. To support and facilitate state and local programs improving the quality of health care for infants, children, adolescents and young adults.
- D. To impact legislation to promote the role of the Pediatric Nurse Practitioner at the State level and to improve the health care of infants, children, adolescents and young adults

ARTICLE III - OBJECTIVES

- A. To establish and assure coordinated effort, organization and requirements that will assure improving and maintaining quality infant, child, adolescent and young adult health.
- B. To provide a continuing educational program for the Pediatric Nurse Practitioners and other Advanced Practice Nurses with an interest in pediatrics.
- C. To further the practices of the Pediatric Nurse Practitioner, by promoting better understanding with other allied health organizations.
- D. To promote better understanding, communication and friendly relationships between members through a forum for exchange of information and networking.
- E. To promote individual professional development
- F. To become informed and actively involved in legislation relating to Pediatric Nurse Practitioners and infant, child, adolescent and young adult health.

ARTICLE IV - MEMBERSHIP

SECTION I - ACTIVE MEMBERSHIP

Active members, who shall be entitled to vote, hold office, and serve on committees shall be licensed registered nurses, who have paid dues in full to the National Association of Pediatric Nurse Practitioners (NAPNAP), the Michigan Chapter of NAPNAP, and who qualify for any one of the following categories:

Advanced Practice Nurses, Pediatric Nurse Practitioners, School Nurse Practitioners, Family Nurse Practitioners, Neonatal Nurse Practitioners who are eligible for certification or who have been certified by the Pediatric Nursing Certification Board (PNCB) or the American Nurses' Credentialing Center (ANCC) or the National Certification Corporation (NCC) and who meet licensure/certification requirements as a Nurse Practitioner in their state.

SECTION II - ASSOCIATE MEMBERSHIP

Associate members shall be any persons, including student PNPs or other Registered Nurses, interested in fostering the objectives of the organization. Associate members shall not be allowed to vote or hold office, but may serve on committees.

SECTION III-APPLICATION

Application for membership shall be made in writing on the form provided by the organization and shall be accompanied by the annual membership dues. (See SECTION V). An applicant shall become a chapter member upon verification of the application by the Chapter Membership Chairperson and receipt of chapter fee.

- A. Student members shall be registered nurses currently enrolled in any approved program whose graduates may become active members as delineated in *SECTION I*. They shall not have the right to vote or hold office

SECTION IV - TERMINATION OF MEMBERSHIP

Termination of membership shall automatically stem from resignation of the member, revocation or suspension of the member's nursing license, non payment of dues, or majority vote of the Chapter Executive Board. The Executive Board may not terminate a member for such reasons without first providing the member with notice of the charges and a full hearing before the Executive Board.

SECTION V - DUES

Dues are required of each member and shall be payable July 1, of each year and are delinquent September 1st of the same year. Any member terminated for nonpayment of dues may be reinstated by making a written application and payment of dues.

ARTICLE V- MEETINGS

SECTION I - REGULAR MEETINGS

Regular meetings of the Pediatric Nurse Practitioners of Michigan shall be held twice a year in the spring and in the fall, unless otherwise specified. Notice of the meetings will be in written form and shall be emailed or mailed to each member by the Program Committee.

SECTION II - SPECIAL MEETING

The president may call a meeting at any time. Notice of special meetings shall set forth the matters to be discussed.

SECTION III - NOTIFICATION

Notice of meetings in written form shall be mailed or emailed to each member in advance of each meeting.

SECTION IV - QUORUM

A Quorum shall be constituted from those members present and entitled to vote at such a meeting.

SECTION V - VOTING

Voting shall be accomplished by one vote per active member of the organization. The approval of any matter of business shall require the affirmative vote of a majority of active members present and voting.

SECTION VI - PARLIAMENTARY PROCEDURE

Parliamentary Procedure shall govern all regular and special meetings and the usual Parliamentary rules of order as contained in Robert's Rules of Order Newly Revised shall be maintained.

ARTICLE VI - FISCAL YEAR

The fiscal year shall be from July 1st through June 30th of the following year.

ARTICLE VII - OFFICERS OF THE ORGANIZATION (Executive Committee)

SECTION I - NUMBER, ELECTION, TERM AND QUALIFICATIONS

The officers of the organization, which constitute the Executive Committee, shall be President, President-Elect, Corresponding Secretary, Recording Secretary and Treasurer. Officers shall be elected by and from the active membership near the close of the fiscal year. All officers shall hold office for a term of two (2) fiscal years or until their successors have been duly elected and qualified. No officer shall hold the same office for more than two (2) consecutive terms. Provisions should be made for staggered terms of office. No member shall be a member of the Executive Board for more than six (6) consecutive years. The Recording Secretary and President-Elect shall be elected in the odd numbered year and the Treasurer and Corresponding Secretary in the even numbered year. After completion of term of office, the Past President shall remain on the Executive Board for another term as a consultant.

SECTION II – PRESIDENT

The President shall be the principal executive officer of the organization and shall in general, supervise and control all of the administrative matters, business and affairs of the organization, and shall implement policies made by the Executive Board. The President shall preside at all meetings of the organization, execute, along with the Secretary, all conveyances, notes, contracts and other instruments authorized by the members and/or Executive Board; appoint all committees and chairpersons thereof, as provided in these Bylaws, serve as ex-officio member of all standing committees; and perform and discharge all duties incident to the office of the President and such other duties as may be assigned by the members of the Executive Board.

SECTION III - PRESIDENT ELECT

The President-Elect shall become familiar with the duties of the President and shall automatically succeed to the presidency at the conclusion of the President's term of office. The President-Elect shall perform the duties of the office in the absence of the President or in the case of inability to act and, when so acting, shall have all powers of and be subject to all the restrictions of the President, and shall perform such other duties as the members of the Executive Board may specifically prescribe. The President-Elect shall automatically progress to the office of the President and serve for a two (2) year term. The President-Elect shall also be a member of the Program Committee. The President-Elect shall serve as nominations chair person and secure a ballot for each election. The President-Elect shall act as representative for Coalition of Michigan Organization of Nursing (COMON).

SECTION IV - CORRESPONDING SECRETARY

The Corresponding Secretary shall carry on the official correspondence of the organization and conduct other duties as assigned by the president.

SECTION V -RECORDING SECRETARY

The Recording Secretary shall keep a book of the minutes of the meetings of the organization and the Executive Board. The Recording Secretary shall also keep the Charter of the Organization, the Bylaws, and shall, in general, perform all the duties incident of the office of Recording Secretary and such other duties as the Executive Board may prescribe.

SECTION VI – TREASURER

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the chapter. The Treasurer shall receive and give receipts for all moneys and dues payable to the chapter from any source whatsoever. The Treasurer shall deposit all moneys in the name of the chapter in such banks or other depositories as shall be decided by the Executive Board. The Treasurer shall account for and record all financial transactions by the chapter, prepare and render an annual report to the chapter and to the National association at the last regular meeting of each fiscal year and whenever requested by the national association or chapter association. The Treasurer shall authorize an annual audit/review of financial reports of the chapter in such manner as directed by the Executive Board and perform such other duties as may be assigned by the members of the Executive Board

The Treasurer shall be a member of the Membership Committee. The annual reports must be submitted in writing. The Treasurer will give a verbal report at each Executive Board meeting, and if not able to come, will submit a written report to the president for presentation. The signers on the account of the Organization will be the Treasurer and the President. Each signer will receive statements from the depository agency.

SECTION VII – COMPENSATION

No part of the net earnings of the Chapter shall ever be for the benefit of, or be distributed to its members, trustees, officers or other private persons, except that the Chapter shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

The President and/or President-elect shall attend the annual meeting of the Council of Chapter Presidents of NAPNAP at the annual NAPNAP meetings, with registration, travel and lodging paid for by the Michigan Chapter. Submission of written receipts must be made to the executive Board. Exceptions will be determined by Executive Board.

ARTICLE VIII – ELECTIONS

SECTION I - NOMINATIONS

Nominations may proceed by a formal slate of candidates, write-in candidates, and/or nominations from the floor at the time of the election. There should be at least two nominees for each office.

SECTION II- ABSENTEE BALLOTS

An absentee ballot may be requested 21 days prior to election from the President-Elect. The President-Elect must receive the completed ballot five (5) days prior to the election.

SECTION III - ELECTION OF OFFICERS

Election of officers may proceed from written ballots, hand vote or verbal vote. Three judges appointed by the President will count the votes and said judges shall certify and announce the results in the meeting. The candidate receiving the highest number of votes for a particular office shall be declared elected. New officers for the next fiscal year must be elected prior to the close of the current fiscal year.

SECTION IV - FLOOR NOMINATIONS

Nominations from the floor shall be in order if nominee is present, gives consent and is an active member.

SECTION V - MAJORITY

A majority of votes cast shall constitute election.

SECTION VI - TIE VOTES

In the case of a tie vote, a repeat vote shall be taken of all members present. If there is a second tie vote the election shall be decided by secret ballot of the Executive Committee.

SECTION VII - BALLOTS

All ballots shall be kept by the President-Elect for at least thirty days following the election.

ARTICLE IX - EXECUTIVE BOARD

SECTION I - POWERS AND QUALIFICATIONS

The corporate powers, affairs, policies and property of the organization shall be exercised, conducted and controlled by the Executive Board. The primary function of the Executive Board shall be to formulate policy for the organization. The Executive Board shall consist of the Executive Committee and the chairpersons of all standing committees.

SECTION II - REGULAR MEETINGS

The Executive Board will meet quarterly. Special meetings may be called by the President or requested by one-third of the members of the Executive Board.

SECTION III - REFERENDUM

In the interval between regular meetings of the Executive Board, the President may refer to the Executive Board questions relating to the affairs of the organization, which, in the opinion of the President, require immediate action on the part of the Executive Board. The result of such referendum requires a majority of votes of the Executive Board. The Board shall control the action of the Association and its Executive Board.

SECTION IV - VACANCIES

In the event of a vacancy occurring on Executive Board, due to a change in status or otherwise, such office shall be filled in the following manner.

1. President: The President-Elect shall assume the office.
2. The Executive Board shall appoint replacements for all other vacancies.

SECTION V - REMOVAL OF EXECUTIVE BOARD MEMBERS

An Executive Board member who is absent from two (2) consecutive committee meetings without excuse shall be removed from the office and/or from membership on the Executive Board. An Executive Board member shall be removed for not performing duties as stated in the Bylaws or for misconduct, by majority vote of the Executive Board.

ARTICLE X - COMMITTEES

SECTION I - APPOINTMENT AND TERM

The committees of the organization shall be standing or special. The chairperson of each shall be appointed by the Chapter president and approved by the Executive Board. Committee chairs may not hold a position on the Board for more than six (6) years. These committees shall be under the direction and control of the Executive Board and shall have such duties as may be assigned to them by these Bylaws or the Executive Board. Each standing committee shall submit an annual report and any other interim report requested by the President.

SECTION II - STANDING COMMITTEES

A. MEMBERSHIP COMMITTEE

This committee shall establish criteria for eligibility. Review all membership applications and determine eligibility. The Committee shall encourage desirable applicants to apply for membership and shall formulate and recommend plans for increasing and maintaining membership. The chair shall be responsible for maintaining and updating records of membership.

B. PROGRAM COMMITTEE

This committee shall provide the organization with continuous programs pertaining to the art and science of pediatrics, the role of the nurse practitioner, pediatric specialists and information of interest to the membership.

C. PUBLIC RELATIONS COMMITTEE

This committee shall be in charge of all publications issued by or in the name of the chapter to all media and membership. This committee shall promote the ideals of the local and national association to prospective members and the general public.

D. LEGISLATIVE COMMITTEE

This committee shall serve as the liaison between the NAPNAP legislative chair and the chapter membership. The committee will evaluate proposed federal, state and local legislation for its implications for PNP nursing practice and infant, child, adolescent and adult health care and advise the Executive Board and chapter membership of its findings.

A. CONSTITUTION AND BYLAWS COMMITTEE

This committee shall consider and recommend any changes or amendments to the Constitution and Bylaws, which may be considered necessary or advisable. Any members of the organization shall be permitted to present in writing to this committee suggestions for revision during any meeting.

F. NOMINATIONS COMMITTEE

The President-Elect shall perform the duties described in Article VIII - Elections, Sections I-VII, of these Bylaws.

SECTION III - SPECIAL COMMITTEES

Special committees may be appointed by the President with the concurrence of the Executive Board for such special tasks as circumstances warrant. Such special committees shall limit their activities to the accomplishments of the task for which they were created and appointed and shall have no power to act except such as specifically conferred by the action of the members of the Executive Board. Upon completion of the task for which appointed, such committees shall stand discharged.

SECTION IV - SUSPENSION, DISCONTINUANCE OR CONSOLIDATION

The Executive Board may suspend or discontinue any standing or special committees whose functions may not be considered necessary to carry out the objectives of the organization or may consolidate the functions of one or more committees to better accomplish such objectives.

ARTICLE XI - AMENDMENTS

SECTION I

These Constitution and Bylaws may be amended at any regular meeting of the association. All proposed amendments shall be published prior to the meeting and read at said meeting.

SECTION II

Amendments may be made at any meeting by a two-thirds (2/3) vote of all members present, the proposed amendments having been submitted in writing to the National Office and read as provided in Section I.

ARTICLE XII - LIABILITY FOR DEBTS

- A. NAPNAP, Inc. shall not be held liable for any debts of this chapter unless such debt is authorized by the Executive Board of NAPNAP. The chapter may secure liability insurance to defray costs against possible personal or property damage claims.
- B. Any financial commitments desired by the chapter, which are beyond its treasury, legal authority, or full responsibility shall be first reviewed and approved at the national level. All financial contracts within the financial scope and legal authority of the chapter shall contain the following disclaimer statement:
 “_____ understands and agrees it is contracting with the Michigan Chapter of the Association of Pediatric Nurse-Practitioners, not with NAPNAP, Inc., Ohio Corporation _____ waives any and all claim against said NAPNAP, Inc.”

ARTICLE XIII - CHAPTER DISSOLUTION

Any chapter may be dissolved at the discretion of the national association’s Executive Board or by majority vote of the active members of the chapter; any funds, which remain in the chapter budget, shall revert to the national association’s general fund.

ARTICLE XIV - ADOPTION

These Bylaws shall be adopted at any regular or special meeting and shall become effective when approved in writing by the Executive Board of NAPNAP.

Adopted at a meeting of the Michigan Chapter of the National Association of Pediatric Nurse Associates and Practitioners on the 7th day of October 1994.

Adopted at a meeting of the Michigan Chapter of the National Association of Pediatric Nurse Practitioners on the 2nd day of May 2003.

Adopted at a meeting of the Michigan Chapter of the National Association of Pediatric Nurse Practitioners on the 5th day of May 2006.
