

WNYNAPNAP BYLAWS

Duties of the Executive Board Members

President

The President shall perform the duties outlined for the office in the Chapter Bylaws as follows:

The President shall be the principal executive officer of the Association and shall, in general, supervise and control all of the administrative matters and business affairs of the Association. The President shall implement policy established by the members of the Executive Board. The President shall preside at all meetings; execute all conveyances, notes, contracts, or other instruments authorized by the members; appoint all committees and chairpersons as provided in these bylaws; serve as an 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.

In addition, the President shall:

- Set dates for all Board Meetings
- Complete the Annual report together with the Treasurer and Membership Chair and submit it in a timely fashion by the due date to the National Office.
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President-Elect

The President-Elect shall perform the duties outlined for the office in the Chapter Bylaws as follows:

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. When so acting, the President-elect shall have all powers of, and be subject to all the restrictions, placed upon the President, and shall perform such other duties as the members of the Executive Board may specifically prescribe.

In addition, the President-elect shall serve as the Chapter's Program Chairperson and is responsible for arranging Chapter dinner meetings. There will be 5 dinner/educational meetings one year, alternating with 4 dinner/educational meetings the next. In the year with 4 dinner/educational meetings there shall be one conference day. The conference day shall be organized/run by a separate Committee/Chairperson. The President-elect shall hold the educational materials for that business year and shall transfer all documentation to the incoming President-elect at the August Board meeting.

In addition, the President-Elect shall:

- Set the dates and topics of the dinner meetings
- Arrange speakers and place of meetings
- Seek to defray the cost of dinner meetings
- Obtain and retain all paperwork concerning continuing education hours to be issued for attendance at dinner meetings
- Perform the above duties together with the help of the Program Committee

Secretary

The Secretary shall keep and maintain the minutes of the meetings and give all notices that are required to be given by these bylaws; be custodian of the bylaws, membership roster, and records of the Association; attest all documents, the execution of which has been duly authorized by the members according to these bylaws; send copies of Chapter meeting minutes and newsletters to the Membership/Chapters' Coordinator of NAPNAP; and in general perform all duties incident to the office of Secretary and such other duties as the members of the Executive Board may prescribe.

- Take minutes of all executive board meetings. Provide a copy of these minutes for approval at the next Executive Board meeting and, after approved, forward a copy of said minutes to the National Office.
- Take minutes of any business discussion such as election of officers, awards and projects presented.
- Send honorarium and thank you note to speaker. Obtain check from treasurer.
- Send thank you note to any program sponsor

Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the chapter; receive and give receipts for all monies due and payable to the chapter from any source whatsoever, deposit all monies in the name of the chapter in banks or other depositories as shall be decided by the Executive Board; 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 membership; authorize an annual audit/review of financial records 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.

- After the Annual Report is submitted to the National office, the Treasurer will receive a bill listing the Chapter's annual dues
- Confirm with the bank whether a new resolution form (bank form) must be completed by the new Treasurer and Secretary.

MODEL CONSTITUTION AND BYLAWS FOR CHAPTERS
OF THE
NATIONAL ASSOCIATION OF
PEDIATRIC NURSE PRACTITIONERS

Article I

NAME

The name of this Association shall be the Western New York (WNY) Chapter of the National Association of Pediatric Nurse Practitioners (NAPNAP).

Article II

PURPOSES

The purposes of this Association shall be as follows:

- A. To provide a network of advanced practice nurses who care for children for the purpose of promoting the highest professional standards of pediatric Advanced Practice Registered Nurse (APRN) practice and optimal care of the pediatric patient throughout their lifespan.
- B. To develop and/or sponsor educational programs for the ongoing education of pediatric focused advanced practice nurses at the state level.
- C. To support and facilitate state and local programs improving the quality of health care for infants, children, adolescents and young adults through role advancement, professional development and advocacy.
- D. To coordinate with other professional associations, health care facilities,

universities, industries, research organizations and governmental agencies in concert with the purposes of the Chapter.

Article III

Consistent with the bylaws of NAPNAP, the general objectives of the Association are:

1. To develop and promote standards of PNP practice that ensure cost effective, accessible, quality health care.
2. To support standardization and accreditation of programs that prepare the pediatric nurse practitioner.
3. To advocate for quality child health care and support measures that ensure quality child health.
4. To make available a forum for continuing education for its members.
5. To participate in the development and implementation of certification and certification maintenance programs for PNPs as a charter member organization of the Pediatric Nursing Certification Board (PNCB).
6. To monitor legislation affecting PNP role, education and practice, and pertinent health care issues and respond proactively.
7. To facilitate effective collaboration between PNPs and other health care professionals.
8. To promote publication of scientific journals, newsletters and other communications pertinent to the objectives of NAPNAP.
9. To maintain pertinent data for reference and assistance in matters pertaining to the profession or its practice.
10. To promote research regarding PNPs and health care of infants, children, adolescents and young adults.
11. To facilitate an exchange of information between employment-seeking PNPs and prospective employers.
12. To educate employers of PNPs and others regarding the value of responsibilities assumed by the PNP.
13. To engage in public relations efforts with PNP professionals, health care consumers, and other children's health promotion organizations.

Article IV

MEMBERSHIP

Chapter membership is contingent upon National membership.

Section A

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

1. Pediatric Nurse Practitioners (PNP), School Nurse Practitioners, Family Nurse Practitioners, Neonatal Nurse Practitioners, who are eligible for certification or have been certified by the Pediatric Nursing Certification Board (PNCB), the American Nurses Credentialing Center (ANCC) the National Certification Corporation (NCC), the American Academy of Nurse Practitioners (AANP) or other agencies recognized by the National Commission for Certifying Agencies.
2. Clinical Nurse Specialists (RNs who have completed a Master's Degree in Nursing Program with a pediatric component) who are eligible for certification or have been certified by an agency recognized by the National Commission for Certifying Agencies.
3. Registered nurse faculty members who prepare professionals as delineated in #1 and #2.
4. Registered Nurses who have completed a course which follows the American Nurses Association-American Academy of Pediatrics 1971 Guidelines on Short-Term Continuing Education Programs preparing the PNP.
5. Registered nurses who are practicing as PNPs and were educated prior to the 1971 guidelines.

Section A Regular meeting of the Association shall be held at such time and place as is determined by the officers.

Section B Special meetings may be called at any time by the President. Notice of special meetings shall set forth the matters to be discussed.

Section C Notice of meetings in written form shall be mailed or emailed to each member at least 10 days and no more than 60 days prior to each meeting.

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

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

Section F Parliamentary Procedure shall govern all regular and special meetings and the usual parliamentary rules of order as contained in Roberts Rules of Order Revised shall be maintained.

Article VI OFFICERS

Section A Number, Election, Term and Qualifications:

The officers of the Association shall be President, President-elect, Secretary and Treasurer and such other officers as this Executive Board and/or members may authorize. Officers shall be elected by and from the active membership near the close of the fiscal year; all officers must be a member of the National Association. All officers shall hold office for a term of one fiscal year or until their successors have been duly elected and qualified, with the exception of the Secretary and Treasurer; these are 2-year terms. No officer shall hold the same office for more than two (2) consecutive terms. (Provision 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.

Section B

President

The President shall be the principal executive officer of the Association and shall, in general, supervise and control all of the administrative matters and business affairs of the Association. The President shall implement policy established by the members of the Executive Board. The President shall preside at all meetings; execute all conveyances, notes, contracts, or other instruments authorized by the members; appoint all committees and chairpersons as provided in these bylaws; serve as an 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 C

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. When so acting, the President-elect shall have all powers of, and be subject to all the restrictions, placed upon the President, and shall perform such other duties as the members of the Executive Board may specifically prescribe.

Section D

Secretary

The Secretary shall keep and maintain the minutes of the meetings and give all notices that are required to be given by these bylaws; be custodian of the bylaws, membership roster, and records of the Association; attest all documents, the execution of which has been duly authorized by the members according to these bylaws; send copies of Chapter meeting minutes and newsletters to the Membership/Chapters' Coordinator of NAPNAP; and in general perform all duties incident to the office of Secretary and such other duties as the members of the Executive Board may prescribe.

Section E

Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the chapter; receive and give receipts for all monies due and payable to the chapter from any source whatsoever, deposit all monies in the name of the chapter in banks or other depositories as shall be decided by the Executive Board; 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 membership; authorize an annual audit/review of financial records 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.

Section F

Compensation

No part of the net earnings of the Chapter shall ever be for the benefit of, or be distributable 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.

Article VII

ELECTIONS

Section A

Nominations may proceed by a formal slate of candidates, write-in candidates and/or nominations from the floor at the time of the election. Once the President-elect pattern has been established, the nominations for the offices of President-elect, Secretary and Treasurer shall proceed. The Secretary and Treasurer shall be elected on a rotating basis. There should be at least two nominations for each office.

Section B

Election of officers may proceed from electronic or 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. In case of a tie vote, a second vote shall be taken by all members present. New officers for the next fiscal year must be elected prior to the close of the current fiscal year.

Article VIII

EXECUTIVE BOARD

Section A The Executive Board shall consist of the elected officers (President, President-elect, Secretary and Treasurer), the Immediate Past President and Committee Chairs designated by these bylaws.

Section B Duties - The Corporate powers, affairs, policies and property of the Association shall be exercised, conducted and controlled by the Executive Board. The primary function of the Executive Board shall be to formulate policy of the Association.

Section C Regular and special meetings of the Executive Board may be called by the President, and shall be called by the President upon the written request of at least five members of the Executive Board. The President is responsible for notifying members of the Executive Board of the time, place, and agenda of such meeting.

Section D Vacancies - In the event a vacancy occurs in an office or on the Executive Board due to a change in status or otherwise, such vacancy shall be filled in the following manner:

1. President: The President-elect shall assume the office for the completion of that term. (S)he shall then continue to serve as President for the one (1) year term which (s)he would otherwise have served had the vacancy not occurred. If the President-elect position is vacated for any reason, a special election shall be held within 3 months of the vacancy.
2. All other vacancies: The Executive Board shall appoint a replacement.

Section E 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 Association which, in the opinion of the President, require immediate action on the part of the Executive Board. The result of such a referendum which requires a majority vote of the Executive Board shall control the action of the Association, and its Executive Board, officers, sections, and committees.

Section F Quorum - A simple majority of members of the Executive Board shall be necessary to constitute a quorum at any regular or any special meeting of the Board.

Section G Limits of Terms - No member shall be a member of the Executive Board for more than six (6) consecutive years.

Section H Removal of Board Member - Any officer or Board member who is absent from Board meetings without valid excuse or does not participate in activities as designated by the Executive Board shall be removed from office and/or from membership on the Executive Board by a majority vote of the Executive Board.

Article IX COMMITTEES

Section A Appointment and Term

The committees of the Association shall be standing or special, the chairperson of which shall be appointed by the Chapter President and approved by the Executive Board to serve for a term of one year or until existence of the committee is terminated.

Committee chairs may not hold a position on the Executive Board for more than six (6) consecutive 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.

The purpose and list of responsibilities of standing committees is outlined in the Chapter Operations Handbook.

Article X

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. As an unincorporated association, the chapter may secure liability insurance to defray costs against possible personal or property damage claims.
- B. Any financial commitments desired by this chapter which are beyond its treasury, legal authority, or full responsibility shall be first reviewed and approved by the NAPNAP Executive Committee. All financial contracts within the financial scope and legal authority of this chapter shall contain the following disclaimer statement:
- " _____ understands and agrees it is contracting with the Western New York chapter of the National Association of Pediatric Nurse Practitioners, an unincorporated Association, and not with NAPNAP, Inc., Ohio Corporation. _____ waives any and all claims against said NAPNAP, Inc."

Article XI

AMENDMENTS

These bylaws may be altered, amended or changed by an affirmative vote of two-thirds (2/3) of the active members present and voting at any regular meeting of the chapter or any meeting called for that purpose, provided a full statement of any proposed amendment shall have been published in the notice call of the meeting. Any amendment to these bylaws will be effective only after it has been

submitted to the National office of NAPNAP and approved in writing by the NAPNAP Executive Committee.

Article XII

FISCAL YEAR

The fiscal year of the Chapter is July 1 thorough June 30.

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 national office.

Adopted at a meeting of the Western New York Chapter of the National Association of Pediatric Nurse Practitioners on the 20th day of August, 2009.

Chapter President _____

Chapter President-elect _____

Chapter Secretary _____

Chapter Treasurer _____

Standing Committees

Membership Committee

This committee shall establish the criteria for eligibility; review all membership applications and determine eligibility; maintain the membership roster; encourage desirable applicants to apply for membership and shall formulate and recommend plans for increasing and maintaining membership. The membership Chairperson shall be responsible to notify members of upcoming conferences.

- Provide membership applications to members and interested persons
- Provide members information on upcoming conferences
- Receive notifications from members of conference attendance and notify appropriate person of such.

Program Committee

This committee shall provide the Chapter 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.

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.

- Take photographs of important events
- Provide information to local media

Legislative Committee

The committee shall serve as the liaison between the NAPNAP Health Policy Chair and the chapter membership. The Committee will evaluate proposed federal, state and local legislation for its implications to advanced nursing practice and child health care. The committee shall advise the Executive Board and Membership of its findings.

Constitution and Bylaws

This committee shall consider and recommend any changes or amendments to the Constitution and Bylaws which may be considered necessary and advisable.

Historian

The historian shall collect, organize and store items from pertinent Chapter events. This information would provide chronological events in the Chapter's history.

- Collect photographs, news articles or other media information
- Provide storage for above articles. In the event there is no historian, the Secretary shall store any pertinent data.

Awards Committee

The awards committee will acknowledge a member as the Nurse Practitioner of the Year and a student with The Nurse Practitioner Student Scholarship Award. Nomination forms will be made available to all members and the committee will convene to choose the recipients.

Nominations committee

This committee shall perform the duties as outlined in the Chapter Bylaws for the Election of Officers

- Begin recruitment of officers at January dinner/educational meeting

Community Outreach

This committee shall create and implement various programs in conjunction with the community to promote child health. This committee may also act as a resource for other programs promoting child health to the chapter's members.

- Project Linus (creation of blankets for children in hospitals and institutions. This program is nationally recognized. WNYNAPNAP works with the WNY chapter of Project Linus and members of the community.)
- Reach out and Read (national literacy promotion program – through primary care)

Newsletter

The role of the newsletter editor is to gather and form articles and publish the WHYNAPNAP newsletter on a regular basis. The Newsletter will provide information of interest regarding local and national NAPNAP issues as well as educational content appropriate to the PNP role.

Bi-Annual Conference

The Chair is responsible for arranging the program for our biannual all-day conference. The chair coordinates the focus of the Ages and Stages Conference, locates speakers, arranges financial assistance and determines the location of the conference. The conference day is usually held in March, in place of that diner/education meeting.

POLICIES AND PROECDURES

National Conference Scholarship

- 1) Each Year the following is awarded for Attendance to the National Conference
 - a. \$500 to the Chapter President
 - b. \$500 to the Chapter President-electThis money may be used to defray any portion of the cost of attending the National Conference (i.e. registration fee, travel, and lodging)
- 2) In the event the President and/or President-elect is/are unable to attend, the money may be utilized by other members of the board or members of the chapter. The total award may not exceed \$500 per individual and awardees will be chosen by the Executive Board. Preference will be given to those who have no other funding available. Letters requesting the scholarship should be submitted to the President prior to attending the conference.
- 3) Awards are made after the conference. Certificate of attendance and receipts should be submitted to the Treasurer for reimbursement in the amount of the receipts not to exceed \$500.

Donations

- 1) At the September meeting the Chapter votes on a charity which serves children to receive a \$100 gift from the Chapter.

Board Member Dues

The Chapter will pay 50% of the Dues (combined local/National) for each elected member of the board, provided members do no receive reimbursement from an employer.

Speaker Honoraria

- 1) Speakers for dinner/educational meetings or conference days shall be thanked for their services with a \$75 gift certificate to a local restaurant. This gift shall be waived if the speaker is receiving a stipend or is sponsored by a pharmaceutical company. The amount of the gift shall be changed at the discretion of the Executive Board.

- 2) Speakers may be given an honorarium instead of a gift certificate if allowed by the budget and approved by the Executive Board.

Sympathy Gift

Sympathy gifts will be given at the discretion of the Executive Board.

WNYNAPNAP

Community Outreach Program

September – Monetary charity donation by the Chapter to a specific agency.

November – Item donation by members. These items may be books, hats, mittens or materials for Project Linus. Items are brought to the November meeting and distributed accordingly.

January – Project Linus: A one day even bringing together members and community volunteers to create and donate blankets for children in hospitals, shelters and pediatric facilities. A donation of \$250 is set aside for this event to cover food and materials. All involved should be encouraged to donate supplies.

WNYNANAP

August	Board Meeting
September	Dinner conference
	Vote on Chapter Donation
October	Board Meeting
November	Dinner conference
	Charity drive
	Reminder for Project Linus
December	Board Meeting
January	Dinner conference
	Request nominations for SNP and PNP
	Request nominations for officers
February	Board Meeting
March	Dinner conference alternates with Ages and Stages conference
April	Board Meeting
	Election Ballots to members
May	Dinner conference
	SNP and PNP award
	Election

June

Board Meeting – new and old officers