

NURSE PRACTITIONER ASSOCIATION OF Chester and Montgomery Counties PENNSYLVANIA BYLAWS

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Article I Name and Purpose

Section 1: The name of this non-profit group shall be the ChesMont Nurse Practitioner Physician Assistant of Chester & Montgomery Counties Pennsylvania or ChesMont NPPA. ChesMont NPPA is regional group member of the Pennsylvania Coalition of Nurse Practitioners (PCNP).

Section 2: The purposes of this Association shall be to:

- a. Support and promote the role of the Nurse Practitioner & Physician Assistant
- b. Provide an educational program at each monthly meeting
- c. Promote quality standards and evidence based practice in health care.
- d. Improve communications among Nurse Practitioners/Physician Assistants, with other health care professionals and the community.
- e. Address political/legislative issues pertinent to Nurse Practitioners/Physician Assistants in the delivery of health care.
- f. Design and implement continuing education opportunities for Nurse Practitioners/Physician Assistant
- g. Serve as a resource for nurse practitioners/Physician Assistants.

Article II Membership

Section 1: Membership shall include:

- a. A Nurse Practitioner or Physician Assistant certified in the Commonwealth of Pennsylvania.
- b. Student member – A first degree student currently enrolled in a state board approved graduate Nurse Practitioner program or Physician Assistant program
- c. Retired member – A Nurse Practitioner or Physician Assistant who is retired from practice.
- d. Honorary member – A person who works to enhance the role of the Nurse Practitioner or Physician Assistant. He/She will be elected by the Executive Board. An honorary member will not have voting rights in the organization nor shall he/she pay dues.

Article III Dues

Section 1: All Nurse Practitioner members of the Association shall pay state and regional annual dues. The annual dues shall cover a twelve-month period. Dues will be payable to PCNP through centralized membership. All Physician Assistants, retired members and first degree PA students will pay an annual due to ChesMont

Section 2: Retired members and first degree Nurse Practitioner students will pay one-half the annual dues.

Section 3: The Executive Board shall determine annual dues by majority vote.

Section 4: Honorary members shall not pay dues.

Section 5: Names of members not paid 30 days after their annual renewal date will be dropped from the membership list.

Article IV Elections

Section 1: Elections shall be held annually on or before October 1. The Nominating Committee shall submit the ballot for election of officers to the Executive Board by September 1. In addition to nominations, volunteers interested in serving will be added to the ballot.

Section 2: All elections shall be by ballots emailed to the membership and/or by voting electronically via an Executive Board approved web site. The immediate past president or designee shall serve as the chair of the Nominating committee.

- a. At least 3 weeks prior to the date of the Association's October meeting, the Nominating chair shall distribute an electronic ballot to each member excluding student and honorary members.
- b. A second ballot will not be given to any member for any reason.
- c. The existing Executive Board will report the results of the election to the chair of the nominating committee, who will relay results to the current president. Ballots will be deleted after tallying the vote.
- d. The President will then notify the candidates of the results before the October meeting. The membership will be advised of the election results at the October meeting

Section 3: A plurality vote of members entitled to vote shall constitute an election. The nominee who receives the majority of the votes shall be declared elected. In case of a tie vote, the Executive Board will determine the tiebreaker by secret ballot.

Section 4: The President and Treasurer shall be elected in odd numbered years. The Vice President, Secretary and Education Coordinator shall be elected in even-numbered years. The PCNP representative shall be elected in odd-numbered years. New officers shall assume office after the November meeting.

Article V Governance

Section 1: The Executive Board officers of the Association shall be a President, Vice President, Secretary, Treasurer, Education Coordinator, Membership Coordinator and the PCNP representative.

- a. The President, with the approval of the Executive Board, may appoint such other persons as may be necessary to conduct the business of the Association.
- b. The Vice President fills the vacancy of President in the absence of the president during his/her term.
- c. Other vacant offices are filled by appointment of the Executive Board to complete the term.
- d. There will be a Physician Assistant representative to assist in coordinating Physician Assistant member's dues, professional updates and other business as needed. The Physician Assistant representative will serve annually and may serve consecutive terms

Section 2: The term of office for an elected Executive Board members shall be two years (consecutive terms may be considered if there are no nominees/volunteers and the current officer is willing to stay on) .

Section 3: The Executive Board of this Association shall perform the duties specified by these Bylaws and such other duties as may be required.

Section 4: The President shall:

- a. Chair the Executive Board.
- b. Preside at all meetings of the Association.
- c. Appoint committees not otherwise provided for by the Bylaws.
- d. Serve as an ex-officio member of all committees except the Nominating Committee.
- e. Correspond with appropriate individuals or groups as a representative of ChesMont NPPA.
- f. Oversee the review of Bylaws with the Executive Committee at least once a term .
- g. Provide communication to members about Executive Board meetings and activities

Section 5: The Vice President shall:

- a. Assume the duties of the President in her/his absence.
- b. Assist the Physician Assistant Representative with overseeing the Physician Assistant sub group of ChesMont NPPA.

Section 6: The Secretary shall:

- a. Keep a record of proceedings of all meetings.
- b. Send minutes, newsletters and notices of meetings.

Section 7: The Treasurer shall:

- a. Monitor the financial integrity for the Association.
- b. Deposit all funds received by the Association in bank(s) designated by the Executive Board.
- c. Dispense funds as authorized by the Executive Board or membership through checks signed by the Treasurer.
- d. Provide a Treasurer's report to the President at each Executive Board meeting, and other members upon request
- e. Review the financial records at the change of office with the new Treasurer and President.
- f. Obtain an annual certified audit as needed or at the request of the Executive Board.

Section 8: The Education Coordinator shall:

- a. Review needs assessment and plan educational programs accordingly.
- b. Coordinate program dates with the President.
- c. Communicate educational activities to PCNP so that these dates can be announced on the ChesMont NPPA page of the PCNP website.
- d. Arrange speaker, obtain speaker curriculum vitae, and develop program objectives jointly with the speaker/sponsor.
- e. Arrange educational program location, venue and confirm with speaker.
- f. Communicate with committee members and work with Secretary to publicize program
- g. Assure sign-in sheet, AV equipment and evaluation forms are available at the program.
- h. Send acknowledgements to speaker and sponsors before or immediately after program completion.

Section 9: The Pennsylvania Coalition of Nurse Practitioners Representative (PCNP) shall:

- a. Attend all scheduled meeting of the Executive Board of the PCNP unless excused for a valid reason by the Association President.
- b. Report pertinent information from the meeting to the Association members.
- c. Act as a liaison between PCNP and the Association.

Section 10: The Membership Coordinator shall:

- a. Coordinate activities that will facilitate renewal of memberships
- b. Coordinate activities that will encourage new members and students to join

Article VI The Executive Board

Section 1: Executive Board members shall serve in good faith and uphold highest professional, ethical and legal standards.

Section 2: The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Education Coordinator, Membership Coordinator and the PCNP representative. Elected Officials will have

one vote. The Past President shall remain on the Executive Board in an ad hoc basis. The Past President shall not have voting privileges. The Executive Board shall have all the power of the Association between meetings of the Association's membership. The duties of the Executive Board include:

- a. Conducting the business and fiscal affairs of the Association.
- b. Monitoring the income and disbursement of funds.
- c. Dispensing funds up to the amount of \$1000 without general membership vote.
- d. Appoint/reappoint committee chairs by the President.
- e. Making policies for actions and the actions of committees.
- f. Oversee the committees and publications
- g. Appointing members of Standing Committees.
- h. Filling any vacant office by secret ballot.
- i. Hiring outside resources as deemed necessary for support or consultative reasons by majority vote of the Executive Board.
- j. Oversee removal of Executive Board members for less than 50% attendance at meetings.
- k. Removal of an Executive Board member by majority vote of the Executive Board when it is deemed that the removal is in the best interest of the Association.

Article VII Standing Committees

Section 1: Standing committees will be appointed by and report to the Executive Board.

Section 2: The standing committees or representative will be: Continuing Education, Nominating, and Membership

- a. Each committee will initiate activities necessary to carry out assigned responsibilities.
- b. The Continuing Education Committee or representative will update and inform the membership of educational programs and opportunity for CEU's.
- c. The Nominating Committee will be chaired by the Past-President or Vice-President and prepare a slate of nominees for each office to be presented to the Executive Board by September 1 of each year. A member of the Nominating committee may be a candidate for elected office if the Executive Board approves. Up to five members may serve on the committee.
- d. The Membership Committee or representative will work to enhance the recruitment and retention of members. Three or more members may serve on this committee.

Section 3: Association meetings shall be held as deemed necessary by the Executive Board or at the request of ten or more members but no less than quarterly.

Article IX Quorum

Section 1: A quorum of the Executive committee shall consist of at least 3 members. A quorum of the membership will consist of a simple majority of the members present.

Article X Parliamentary Authority

Section 1: Majority Rule shall govern the conduct of business at all meetings except where superseded by these bylaws.