

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 Florida Gulf Coast Chapter of the National Association of Pediatric Nurse Practitioners (NAPNAP); Tampa/St. Petersburg, FL.

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.
6. Registered Nurses who otherwise qualify for active membership but who reside outside the United States and its territories and who submit proof of licensure or registration in the nurse's native country and/or state.

Section B Associate Members, who shall not be allowed to vote or hold office, but may serve on committees, shall be any persons including student PNPs interested in fostering the objectives of the organization.

Section C Retired Members, who shall be allowed to vote or hold office, may serve on committees, shall be any person who is no longer actively practicing and is interested in fostering the objectives of the organization.

Section D Student Members, who shall not be allowed to vote or hold office, but may serve on committees, shall be an individual pursuing an education in a nurse practitioner/clinical nurse specialist program.

Section E Application for membership shall be made online or by paper and shall be accompanied by the annual National membership dues.

Section F 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 Chapter 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 Chapter Executive Board.

Section G Dues are required of each member and shall be payable with National dues each year on an anniversary date. Any member terminated for non-payment of dues may be reinstated online or by making written application and current payment of dues.

Article V MEETINGS

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 Florida Gulf Coast 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

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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 Florida Gulf Coast Chapter of the National Association of Pediatric Nurse Practitioners on the Tuesday of April, 2009.

Chapter President Phyllis Page

Chapter President-elect Judith Page-Lieberman

Chapter Secretary Lee Salimi

Chapter Treasurer Marjorie A. Butler

Approved as Model Bylaws: January 29, 2009 by the Executive Board.

Chapter Bylaws approved by Executive Board on Aug 21, 2009 Galen Gallegos.