

BYLAWS OF THE eCHAPTER
OF THE
NATIONAL ASSOCIATION OF
PEDIATRIC NURSE PRACTITIONERS

Article I

NAME

The name of this unincorporated, electronic/virtual chapter of the National Association of Pediatric Nurse Practitioners (“NAPNAP”) shall be the eChapter of the National Association of Pediatric Nurse Practitioners (“the eChapter”).

Article II

PURPOSES

The purposes of this eChapter shall be as follows:

- A. To provide a virtual network that will electronically unite 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 provide an opportunity for continuous learning through diversified educational online activities.
- C. To discuss, study, research and exchange information in the advanced practice pediatric nursing field with colleagues nationwide.
- D. To coordinate with other professional associations, health care facilities, universities, industries, research organizations and governmental agencies in concert with the purposes of the eChapter.
- E. To develop and/or sponsor online educational programs for the ongoing education of pediatric focused advanced practice nurses participating in the eChapter.

Article III

Consistent with the Bylaws of NAPNAP, the general objectives of the eChapter 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 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).
5. To monitor legislation affecting PNP role, education and practice, and pertinent health care issues and respond proactively.
6. To facilitate effective collaboration between PNPs and other health care professionals.
7. To promote publication of scientific journals, newsletters and other communications pertinent to the objectives of NAPNAP.
8. To maintain pertinent data for reference and assistance in matters pertaining to the profession or its practice.
9. To promote research regarding PNPs and health care of infants, children, adolescents and young adults.
10. To facilitate an exchange of information between employment-seeking PNPs and prospective employers.
11. To educate employers of PNPs and others regarding the value of responsibilities assumed by the PNP.
12. 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 membership in NAPNAP.

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 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 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.

3. Registered nurse faculty members who prepare professionals described in Sections A.1. and/or A.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 eChapter.

Section C Retired Members, who shall be allowed to vote, hold office, and serve on committees, shall be persons who are no longer actively practicing but are interested in fostering the objectives of the eChapter.

Section D Student Members, who shall not be allowed to vote or hold office, but may serve on committees, shall be individuals 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 NAPNAP 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 eChapter Executive Board ("the executive Board"), provided that 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 G Dues are required of each member and shall be payable with NAPNAP dues each year on the date determined by the Executive Board. Any member terminated for non-payment of dues may be reinstated online or by making written application and current payment of dues.

Article V

COMMUNICATION/MEETINGS

The eChapter's primary vehicles for communication are chapter website(s), email and conference call. Other various forms of multimedia/telecommunications means may also be used.

Section A

Website

1. The website will contain all pertinent chapter information, or links to the information that members require to participate actively in eChapter business.
2. The website content will be updated regularly by a volunteer chapter webmaster.
3. Website content shall include, at a minimum,
 - a. Contact information for Officers, Executive Board members, and Committee Chairs
 - b. Current chapter bylaws and operating policies
 - c. Instructions and forms for annual reporting
 - d. Instructions for operating the eChapter office
4. Confidentiality
 - a. Confidentiality of eChapter members' personal information will be maintained.
 - b. Although the eChapter website shall contain members' email addresses, other contact information shall be published on the website only with the further permission of the member.
 - c. Access to the Member Directory section of the eChapter website shall be limited to members and shall be password-protected, requiring a secure logon.
5. Email
Notices and announcements relevant to time-sensitive eChapter activities, including links and attachments, shall be emailed simultaneously to all eChapter members.

Section B

MEETINGS

1. The eChapter shall hold one regularly scheduled membership meeting in conjunction with the annual NAPNAP conference.
2. Special meetings may be called at any time by the eChapter President.
3. Notice of meetings in shall be mailed or emailed to each member at least 10 days and no more than 60 days prior to each meeting.
4. Those members present and entitled to vote at any properly noticed membership meeting shall constitute a quorum.
5. Voting shall be accomplished by one vote per active member of the eChapter. The approval of any matter of business shall require the affirmative vote of a majority of active members present and voting.

6. Membership meetings shall be governed by the most recent edition of Roberts Rules of Order, Newly Revised, but only to the extent that such Rules are not inconsistent with these Bylaws or any policies or procedures adopted by the Executive Board.

Article VI

OFFICERS

Section A

Number, Election, Term and Qualifications

The officers of the eChapter shall be President, President-Elect, Secretary, Treasurer and such other officers as the 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 members of NAPNAP. 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, the term for which shall be two years. No officer shall hold the same office for more than two (2) consecutive terms. (Provision should be made for staggered terms of office). No person 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 eChapter and shall, in general, supervise and control all of the administrative matters and business affairs of the eChapter. The President shall implement policy established by the Executive Board. The President shall preside at all meetings; execute all conveyances, notes, contracts, or other instruments authorized by the members; upon approval by the Executive Board, appoint all committee 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 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 of President in the absence of the President or in the case of the President's 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 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, and records of the eChapter; attest to all documents, the execution of which has been duly authorized by the members according to these Bylaws; send copies of eChapter 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 Executive Board may prescribe.

Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the eChapter; receive and give receipts for all monies due and payable to the eChapter from sources other than membership, deposit all monies in the name of the eChapter in banks or other depositories as shall be decided by the NAPNAP Executive Board; account for and record all financial transactions by the eChapter; prepare and render an annual report to the eChapter and to NAPNAP at the last regular meeting of each fiscal year and whenever requested by NAPNAP or the eChapter Executive Board; authorize an annual audit/review of financial records of the eChapter in such manner as directed by the Executive Board and perform such other duties as may be assigned by the Executive Board.

Section E

Membership Chair

The membership chair is responsible for maintaining the eChapter membership roster and is responsible for recruitment of National and local members. This position is responsible for developing and coordinating new membership benefits and services for eChapter. The Membership Chair will also communicate changes in membership pricing or services to all eChapter members.

Section F

Communications Chair

The Communication Chair is responsible for maintaining the eChapter website which is located on the NAPNAP website. Updates to the website should be no less than bimonthly and should include minutes from eChapter meetings, messages from the President and other board members, relevant news, etc. In addition the Communications Chair should assist the eChapter President and Secretary as needed with emails

to members, updating social media websites and other communications tools that are used by the eChapter to involve members, and in general perform all duties incident to the office of Communications Chair and such other duties as the Executive Board may prescribe.

Section F Compensation

The officers and directors of the eChapter shall receive no compensation for their services in such capacities, but shall be entitled to reimbursement, upon the approval of the executive Board, for expenses advanced by them in furtherance of the business and affairs of the eChapter. No part of the net earnings of the eChapter shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the eChapter 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 via email, as determined by the Executive Board. Once the President-Elect pattern has been established, the nominations for the offices of President-Elect, Secretary/Treasurer shall proceed. The Secretary/Treasurer shall be elected on a rotating basis. There should be at least two nominations for each office.

Section B Election of officers may be conducted by written or electronic ballots, as determined by the Executive Board. 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. 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/Treasurer), the Immediate Past President and Committee Chairs designated by these Bylaws.

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

Section C 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 four members of the Executive Board. The President is responsible for notifying members of the Executive Board of the time, place and agenda of such meetings.

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

Section G 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 may 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 eChapter shall be standing or special, as determined by the Executive Board; the chairperson of each committee shall be appointed by the eChapter President, subject to the prior approval of 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. All 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 eChapter President.

The purpose and list of responsibilities of standing committees shall be outlined in the NAPNAP Chapter Operations Handbook

Article X

RELATIONSHIP WITH NAPNAP

- A. NAPNAP shall not be liable for any debts or other obligations of the eChapter unless such debt or other obligation is authorized by the Executive Board of NAPNAP. As an unincorporated association, the eChapter may secure liability and other insurance to defray costs against possible personal or property damage claims.
- B. Any financial commitments desired by the eChapter 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 the eChapter shall contain the following disclaimer statement: "_____ understands and agrees it is contracting with the eChapter of the National Association of Pediatric Nurse Practitioners, an unincorporated association, and not with NAPNAP itself, an Ohio nonprofit corporation. _____ waives any and all claims against NAPNAP."
- C. All activities of the eChapter shall be consistent both with the objectives of NAPNAP and with applicable federal, state and local laws and regulations. The eChapter will support and adhere to the objectives, policies, codes and other standards adopted by NAPNAP.

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 eChapter or any meeting called for that purpose, provided a full statement of any proposed amendment shall have been published in the notice of the meeting. Any amendment to these Bylaws will be effective only after it has been submitted to NAPNAP and approved in writing by the NAPNAP Executive Committee.

Article XII

FISCAL YEAR

The fiscal year of the eChapter is July 1 through June 30.

Article XIII

CHAPTER DISSOLUTION

The eChapter may be dissolved by the NAPNAP Executive Board or by a majority vote of the active members of the eChapter; any funds which remain either in an eChapter account or in the eChapter budget shall revert to NAPNAP's general fund. Upon dissolution of the eChapter, no further use of the intellectual property of NAPNAP may be made by the members of the eChapter, either individually or collectively, without the prior written approval of the NAPNAP Executive Board.

Article XIV

ADOPTION

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

Amended at a meeting of the eChapter of the National Association of Pediatric Nurse Practitioners on the 11th day of April, 2013

Chapter President _____

Chapter President-Elect _____

Chapter Secretary/Treasurer _____

Chapter Membership Chair _____

Bylaws approved by NAPNAP Executive Board