

# Virginia: Hampton Roads Chapter

## National Association of Pediatric Nurse Practitioners

### Bylaws

#### *Article I - Name*

The name of this association shall be the Virginia: Hampton Roads Chapter of the National Association of Pediatric Nurse Practitioners (NAPNAP) forthwith referred to as the Chapter.

#### *Article II - Purposes*

The purposes of this Chapter shall be:

1. To promote and foster the objectives and purposes of the National Association of Pediatric Nurse-Practitioners in the Hampton Roads, Virginia area.
2. To develop and/or sponsor educational programs for the ongoing education of pediatric nurse practitioners, school nurse practitioners, family nurse practitioners, neonatal nurse practitioners and pediatric clinical nurse specialists in the Hampton Roads, Virginia area.
3. To support and facilitate state and local programs improving the quality of health care for infants, children, adolescents and young adults in the Hampton Roads, Virginia area.

#### *Article III - Membership*

##### **Section A - Active Members**

Active members shall be entitled to vote, hold office, and serve on committees. Active members shall be registered nurses who qualify for any one of the following categories:

1. Pediatric Nurse Associates (PNAs), Pediatric Nurse Practitioners (PNPs), School Nurse Practitioners, Family Nurse Practitioners and Neonatal Nurse Practitioners who are eligible for certification or have been certified by the National Certification Board of Pediatric Nurse Practitioners and Nurses, the American Nurses Credentialing Center or the National Certification Corporation (NCC).

Ratified as amended on October 3, 2002.

2. Clinical Nurse Specialists (Registered Nurses [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 National Certification Board of Pediatric Nurse Practitioners and Nurses, the American Nurses Credentialing Center or The National Certification Corporation.
3. RNs who have completed a course which follows the American Academy of Pediatrics (AAP) and the American Nurses Association (ANA) 1971 Guidelines on short-term continuing education programs preparing the PNA/PNP.
4. RNs who are practicing as PNAs/PNPs and were educated prior to the 1971 established guidelines.
5. RN Faculty members who prepare PNAs/PNPs, School Nurse Practitioners, Family Nurse Practitioners, Neonatal Nurse Practitioners and Clinical Nurse Specialists as defined in Article III, Section A, Subsections 1 and 2.

#### **Section B - Associate Members**

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

#### **Section C - Student Members**

Student members shall not be allowed to vote or hold office, but may serve on committees. Student members are registered nurses enrolled in their first nurse practitioner or clinical nurse specialist program. They must be enrolled in an approved program whose graduates may become active members of NAPNAP. Students must verify their status by enclosing a letter from a nurse practitioner or clinical nurse specialist faculty member on official institution letterhead.

#### **Section D - Application**

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

Ratified as amended on October 3, 2002.

## **Section E - Termination**

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

## **Section F - Dues**

Dues are required of each member. The membership year is October 1 to September 30. Dues paid after July 1 will be applied to the upcoming year's dues requirement. Dues will be set by majority vote of the membership at any regular meeting. Any member terminated for non-payment of dues may be reinstated by making written application and current payment of dues. Dues for members who are not current members of the National Association of Pediatric Nurse Practitioners at the time that dues are paid will be surcharged to cover any additional expenses incurred by the chapter.

## ***Article IV - Meetings***

### **Section A - Regular Meetings**

Regular meetings of the Chapter shall be held at such time and place as determined by the officers.

### **Section B - Special Meetings**

Special meetings may be called anytime by the President. Notice of special meetings shall set forth the matters to be discussed.

### **Section C - Notice of Meetings**

Notice of meetings in written form shall be mailed to each member before each meeting.

### **Section D - Quorum**

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

### **Section E - Voting**

Each active member shall have one vote. The approval of any matter of business shall require the affirmative vote of a majority of the active members present and voting.

Ratified as amended on October 3, 2002.

## **Section F - Parliamentary Procedure**

Parliamentary procedure as specified in Robert's Rules of Order Revised shall govern all regular and special meetings.

### *Article V - Officers*

## **Section A - Number, Election, Term and Qualifications**

The officers of the Chapter shall be President, President-Elect, Secretary and Treasurer and such other officers as the Chapter 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. The President and President-Elect shall hold office for a term of one fiscal year or until their successors have been duly elected and qualified. The Secretary and Treasurer shall hold office for two 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. A majority vote of the membership can extend terms to meet special needs of the Chapter.

## **Section B - President**

The President shall be the principal executive officer of the Chapter and shall, in general, supervise and control all of the administrative matters and affairs of the Chapter. 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 President in the absence of the President or in the event that the President is unable 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.

Ratified as amended on October 3, 2002.

## **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 Chapter; 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 NAPNAP as required by 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 NAPNAP as required by NAPNAP each fiscal year at the last regular meeting and whenever requested by NAPNAP or the Chapter; 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 the Chapter was formed.

## ***Article VI - Elections***

### **Section A - 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. 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 an alternating basis such that their terms of office overlap. There should be at least two nominations for each office.

Ratified as amended on October 3, 2002.

## **Section B - Election of Officers**

Election of officers may proceed from written ballots, hand vote or verbal vote of the active membership. 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 VII - Executive Board***

### **Section A - Members of the Executive Board**

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 - Authority**

The corporate powers, affairs, policies and property of the Chapter shall be exercised, conducted and controlled by the Executive Board. The primary function of the Executive Board shall be to formulate policy of the Chapter.

### **Section C - Meetings**

Regular and special meeting 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 the 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. In the event of a vacancy in the office of 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 may be held.
2. The Executive Board shall appoint replacements for vacancies in all other offices.

### **Section E - Referendum**

Ratified as amended on October 3, 2002.

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 Chapter which, in the opinion of the President, require immediate action on the part of the Executive Board. The results of such referendum which requires a majority vote of the Executive Board shall control the actions of the Chapter, 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 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 unless approved by majority vote of the membership.

### **Section H - Removal of Board Member**

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

## *Article VIII - Committees*

### **Section A - Appointment and Term**

The committees of the Chapter 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 (1) 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 unless approved by majority vote of the membership. 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 B - Standing Committees**

#### **A. Membership Committee**

The Membership Committee shall establish criteria for eligibility, review of all membership applications and determine eligibility for membership. This committee shall

Ratified as amended on October 3, 2002.

encourage desirable applicants to apply for membership and shall formulate and recommend plans for increasing and maintaining membership.

**B. Program Committee**

The Program 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.

**C. Public Relations Committee**

The Public Relations 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 Chapter and NAPNAP to prospective members and to the general public.

**D. Legislative Committee**

The Legislative 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 impact on PNA/PNP nursing practice and child health care. The committee shall advise the Executive Board and Chapter membership of its findings.

**E. Constitution and Bylaws Committee**

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

**Section C - Special Committees**

Special committees may be appointed by the President with the concurrence of the members 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 as specifically conferred by action of the members of the Executive Board. Upon completion of the task for which appointed, special committees shall stand discharged.

**Section D - Suspension, Discontinuance or Consolidation**

The Executive Board may suspend or discontinue any standing or special committees whose functions may be considered unnecessary to carry out the objectives of the Chapter or may consolidate the functions of one or more committees to better accomplish such objectives.

Ratified as amended on October 3, 2002.

***Article IX - 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 NAPNAP. All financial contracts within the financial scope and legal authority of this Chapter shall contain the following disclaimer statement:

“ \_\_\_\_\_ understands and agrees that this contract is with the Virginia: Hampton Roads 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 X - 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 amendments to these bylaws will be effective only after it has been submitted to the National Office of NAPNAP and approved in writing.

***Article XI - Chapter Dissolution***

Any chapter may be dissolved at the discretion of NAPNAP’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 NAPNAP’s general fund.

***Article XII - Adoption***

This Constitution and Bylaws shall be adopted at any regular or special meeting of the membership and shall become effective when approved in writing by NAPNAP.

Ratified as amended on October 3, 2002.

Virginia: Hampton Roads Chapter - National Association of Pediatric Nurse Practitioners  
Constitution and Bylaws

...d at a meeting of the Virginia: Hampton Roads Chapter of the National Association of Pediatric Nurse  
...ates and Practitioners on the 10th day April, 1996.

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...a D. Fisher - Chapter President

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...vrence Daniels - Chapter President Elect

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...C. Campbell - Chapter Secretary

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...P. Hertwig - Chapter Treasurer

...ed and ratified on April 9, 1997.

...ed and ratified on October 3, 2002.