

PACIFIC NORTHWEST ASSOCIATION OF NEONATAL NURSES

Chapter Bylaws

ARTICLE I NAME

The name of this organization shall be the PACIFIC NORTHWEST ASSOCIATION OF NEONATAL NURSES.

ARTICLE II PURPOSE

The purpose of this organization shall be to promote the highest standards of neonatal nursing practice, education and research and to assist the neonatal nurse in advancing professional development.

ARTICLE III Goals

The goals of this organization shall be to:

1. Facilitate an exchange of information, including clinical legislative and research issues, among nurses and associates in the neonatal field.
2. Make available to its members a forum for continuing education.
3. Maintain a communication network among nurses and associates working in the neonatal field in the Pacific Northwest.
4. Actively support community service activities that promote the wellbeing of neonates, infants and their families in the Pacific Northwest.

ARTICLE IV MEMBERSHIP

SECTION 1 The membership of this organization shall not be limited by numbers.

SECTION 2 Membership shall consist of active and associate members as set forth by NANN Bylaws.

SECTION 3 A person shall be declared a member upon payment of local and national dues.

SECTION 4 Dues shall be determined by a majority vote of members. Dues may not be set at more than national dues.

ARTICLE V OFFICERS

SECTION 1 The officers of the organization shall consist of President, President-Elect, Secretary, Treasurer, Immediate Past President, and two (2) Board Members at Large. These henceforth shall be known as the Executive Committee.

SECTION 2 The officers shall be elected by written ballot. The President, Secretary, Treasurer, and Board Members at Large shall serve a term of two (2) years. The President and Treasurer election, and the election of one (1) Board Member at Large, shall be held on alternating years with the Secretary and the second Board Member at Large election, thereby promoting continuity among the organization's leadership. The term of office shall begin on the first of January following elections. The term of office for the President shall be limited to serving two consecutive years.

SECTION 3 Duties of the officers and Executive Committee are as follows:

- a. EXECUTIVE COMMITTEE approves the slate of candidates for office, requests and receives reports of committees, and reviews budget reports of committees.
- b. PRESIDENT presides at an official meeting of the association and coordinates the work of the officers and committees to ensure that the objectives and policies of the association are maintained and promoted. The President serves as Chairperson of the Bylaws committee. PRESIDENT -ELECT presides at meetings in the absence of the President and serves as Program Committee Chairperson and succeeds to the presidency upon completion of the term as President- Elect. (Term 1 yr; 2 yrs maximum)
- c. PRESIDENT-ELECT presides at meetings in the absence of the President and serves as Program Committee chairperson and succeeds to the presidency upon completion of the term as President-Elect. The President-Elect serves as a committee member of the Bylaws Committee. (Term 1 yr)
- d. SECRETARY records the minutes of business meetings and conducts official correspondence of the Association and serves as Chairperson of the Communications Committee. The Secretary will be responsible for keeping bylaws and membership records (historical and current). (Term 2 yrs)

- e. TREASURER is responsible for collection and disbursement of association funds and presents a statement of financial condition at least quarterly in a general business meeting. The Treasurer will also serve as the Finance Committee Chairperson. (Term 2 yrs)
- f. IMMEDIATE PAST PRESIDENT serves as a resource person to elected officers and functions in a supportive and collaborative role. The Immediate Past President serves as a committee member on the Educational Review Committee and as Chairperson of the Bylaws Committee. (Term 1 yr)
- g. BOARD MEMBERS AT LARGE will attend Board meetings, assist in the development and adoption of policies and perform all other activities deemed necessary by the President. (Term 2 yrs)

SECTION 4 Vacancies: In the event of a resignation or vacancy of an office, the following shall occur: President-Elect, an election shall be held within two (2) business meetings to fill the office for the unexpired term (including serving as President); Secretary, Treasurer or Board Member at Large with greater than one (1) year left to serve, election as above; Secretary, Treasurer or Board Member at Large with less than one (1) year left to serve, Executive Committee will appoint a replacement. The Nominations Committee will select candidates for replacement elections.

ARTICLE VI BOARD OF DIRECTORS

The Board of Directors shall consist of the Chapter officers and Chairperson of each standing committee. The duties of the Board of Directors include establishment of new Standing Committees and concurrence with the President to appoint Special Committees, approval of the annual budget, and receive and review reports from Special Committees.

ARTICLE VII MEETINGS

The meetings of the Association shall be held regularly. Meeting time and place shall be arranged by the Program Committee and approved by the President.

ARTICLE VIII AMENDMENTS TO THE BYLAWS

The Bylaws may be amended at any regular business meeting of the Association by a favorable vote of 2/3 of the members present. A minimum of ten (10) members must be present for amendments to be voted upon. If less than ten (10) members are present discussion may occur but the vote shall be deferred until the next meeting. All members will receive written notification of the proposed changes at least 7 days prior to the meeting.

ARTICLE IX ELECTIONS

Election of officers shall be held annually per the alternating schedule defined in Article V, Section 2. The Nominations Committee shall prepare a slate of candidates for approval of the Executive Committee. Upon approval of the Executive Committee, the Nominations Committee will obtain candidate information and submit the information to the membership. Votes shall be tallied and the elected officers notified by the Nominations Committee. The President will not vote unless there is a tie. In the event of a tie, the Nominations Committee shall provide the slate of candidates for the tied office(s) to the President and request a tie breaking ballot.

ARTICLE X COMMITTEES

SECTION 1 Standing Committees

- 1) **Bylaws:** The purposes of the Bylaws Committee are to formulate the chapter bylaws to conform with NANN bylaws; review the chapter bylaws annually and to recommend suggested revisions and/or amendments to the chapter officers and membership.
- 2) **Communications:** The purposes of the Communications Committee are to communicate chapter activities via written material to the membership; communicate activities of the chapter to the general public. A Newsletter Editor shall be appointed to serve a two (2) year term. This person shall be selected by the Communications Committee with final approval by the Executive Committee. The editor shall report to and work closely with the Chair of the Communications Committee and shall serve as a non-voting member of the Board of Directors.

- 3) **Program/Education Review:** The purposes of the Program/Education Committee are:
 - a. to assess chapter members educational needs and to provide quality continuing educational programs related to neonatal nursing
 - b. be responsible for the planning and implementation of educational offerings at regular membership meetings
 - c. to complete the CEARP review process for each application submitted and to be responsible for adherence to the related policies and procedures
 - d. The committee shall consist of the Immediate Past President, and two members of the Program/Education Review Committee.

- 4) **Membership/Nominations:** The purposes of the Membership/Nominations Committee are:
 - a. to develop strategies for recruitment of members to the chapter; assist the President in recruiting interested members for committee positions and maintain relationships with an identified contact person within each neonatal facility
 - b. be responsible for the process of membership renewal
 - c. to prepare a slate of officers for annual elections and conduct the election of officers

- 5) **Finance:** The purposes of the Finance Committee are to submit an annual budget for approval by the Board of Directors; assess the chapter's financial status and make recommendations to the Board and to the membership regarding financial matters.

- 6) **Research:** The purposes of the Research Committee are to provide information regarding neonatal research, research conferences and funding opportunities to the chapter members, to serve as a resource to chapter members regarding neonatal nursing research, to develop strategies for collaborative research among chapter members and to develop mechanisms for providing small research grants to PNANN members. Communicates with the Treasurer for awarded grant payments.

- 7) **Community Service:** The purposes of the Community Service Committee are to: coordinate service projects of the organization and promote visibility of neonatal nurses in the community (or other language as proposed by the current committee).

- SECTION 2** Each committee shall be under the control of the Executive Committee and shall have charge of such duties as may be assigned to it by these bylaws or the Executive Committee.
- SECTION 3** Each committee shall submit annual reports in November and any interim reports that may be requested by the Executive Committee to the chapter membership and to the President.
- SECTION 4** Committees will consist of at least three (3) members.
- SECTION 5** Committee membership shall be for a term of two (2) years with new members recruited annually.
- SECTION 6** Chair appointments for committees, other than those mandated by these bylaws, shall be appointed by the President after the committee submits names of interested members.
- SECTION 7** Responsibilities of the committee chairperson include:
- a. Prepare agendas for committee meetings.
 - b. Preside at committee meetings.
 - c. Assure that proceedings of the committee meetings are recorded and distributed to committee members and to the chapter Secretary.
 - d. Submit periodic written reports to the chapter officers and membership on the activities of the committee. Maintain a notebook or filing system to include minutes, correspondence and budgetary information.
 - e. Submit an annual report to the Executive Committee, each November.
 - f. Provide the Executive Committee with a proposed committee budget for the upcoming year. Maintain records of purchases and expenditures for the fiscal year, submits these to the chapter Treasurer.

SECTION 8 Special Committees

- g. Special committees may be appointed by the President with the concurrence of the Board for such special tasks as circumstances warrant.
- h. Special committees shall limit their activities to the accomplishment of the task for which they were created and appointed and shall have no power to act except such as is specifically conferred by actions of the Board.
- i. Upon completion of the task for which the special committee was appointed, the committee shall stand discharged.
- j. Each special committee shall submit annual reports to the Association and to the Executive Committee as well as any interim reports requested by the President.

ARTICLE XI RULES AND PARLIAMENTARY AUTHORITY

The rules governing the Association shall be decided upon by a simple majority of members present at any regular business meeting. The rules contained in the most current edition of Roberts Rules of Order shall be the parliamentary authority.

ARTICLE XII ADOPTION

Adopted at a meeting of the **PACIFIC NORTHWEST ASSOCIATION OF NEONATAL NURSES** on the _____ day of _____, 20____.

PRESIDENT

SECRETARY