

## NORTHEAST OHIO NURSE PRACTITIONERS

### CONSTITUTION AND BYLAWS

The Northeast Ohio Nurse Practitioners is an organization of nurse practitioners (NPs) which focus on common issues and concerns affecting our practice and profession.

#### *Article One: Name*

The name of the organization shall be: Northeast Ohio Nurse Practitioners (NEONP).

#### *Article Two: Definition of Nurse Practitioner*

- A. A NP is an advanced practice registered nurse with advanced education and clinical preparation in a health care specialty area who manages patients by providing primary and/or acute health care and case management to patients and their families focusing on disease prevention, wellness and management of minor, acute or chronic illnesses. NPs provide the information people need to make informed decisions about their health care and lifestyle choices. NPs deliver health care consistent with their advanced preparation in accordance with national standards established by the profession.
- B. NPs are certified by one or both of the following: the American Nurses Credentialing Center or the American Academy of Nurse Practitioners.

#### *Article Three: Mission*

- A. The primary purpose of the NEONP is to function as an advanced practice nurses organization and to carrying out the following charges:
  - 1. Peer support for NPs, mentorship for novice NPs and NP students.
  - 2. Maintain active communication between the officers of OAAPN and the American Academy of Nurse Practitioners.
  - 3. Promote and explain the role of the NPs to the public.
  - 4. Inform members of legislative issues, practice issues, educational opportunities and employment opportunities.
  - 5. Plan regular education offerings for members as well as non-members.
- B. NEONP is to establish yearly goals as reflected in the primary purpose by:

1. Reviewing goals annually.
2. Revising the goals as recommended by members of the executive committee with input from the membership.

#### *Article Four: Membership*

- A. *Full membership* - Membership is open to all NPs as defined in Article Two. Membership in any other nursing organization will reduce a members' yearly fees.
- B. *Student Membership* - Free membership is open to students enrolled in a NP program. Student members have no voting privileges.
- C. *Retired Membership* - Retired members are exempt from fees and have no voting privileges.

#### *Article Five: Officer Roles*

- A. President
  1. Provides overall group leadership.
  2. Prepares an agenda for each meeting.
  3. Chairs all meetings.
  4. Acts as an ex-officio member of all committees.
  5. Casts the deciding vote in the event of a tie.
  6. Facilitates group meeting plans: site selections, room bookings, speaker needs and other amenities.
  7. Reviews the financial record annually and at the end of the Treasurer's term of office.
  8. Prepares the President's Report for each meeting, and a report in the NEONP Newsletter.
  9. Calls and sets agenda for executive meetings.
  10. Presents goals to membership at first official meeting.
  11. Represents NEONP at community, professional and political activities as deemed necessary.
  12. Reviews the NEONP Constitution and Bylaws every two even numbered years.
  13. Selects an ad hoc nominating committee charged with creating a list of members interested in being elected to serve as an officer.
- B. Past-President
  1. Assists the current President with the first official meeting.
  2. Transitions the status of all NEONP committees with the new President.
  3. Oversees the transfer of records from retiring officers.
  4. Serves as a resource and advisor to new officers.
- C. President-Elect
  1. Chairs meetings in the absence of the President.
  2. Collaborates with the President.
  3. Coordinates information for the NEONP Newsletter after every general membership meeting.

D. Recording Secretary

1. Chairs meeting when President and President Elect are absent.
2. Keeps accurate minutes of all executive meetings and organization meetings.
3. Handles organization correspondence.
4. Prepares and presents meeting minutes of NEONP general membership meetings.

E. Membership Secretary

1. Is the contact person for new group members.
2. Provides membership cards and a welcome letter to new NEONP members.
3. Maintains up-to-date membership list and notifies our list save manager.

F. Treasurer

1. Chairs meeting when all other officers are absent.
2. Receives and disburses funds.
3. Maintains an accurate financial record.
4. Prepares a treasurer's report for each meeting.
5. Prepares a review annually and at the end of the treasurer's term of office.

G. Committee Chair Guidelines

1. Convenes and chairs committee meetings.
2. Guides committee to develop and achieve goals.
3. Submits minutes of committee proceedings.
5. Reviews significant proceedings and communicates with the President prior to general membership meetings.
6. Reports at NEONP meetings and submits a written report for the NEONP newsletter.

Article Six : Committees

A. Committees

1. Conference
2. Marketing/Website
3. Program
4. Scholarship/Award
5. Legislative

- B. There shall be additional ad hoc committees as deemed necessary to fulfill the needs of NEONP.

- C. Committee membership is voluntary.
- D. Committee members' term shall be a two year period, but not limited to two years.

*Article Seven: Election of Officers*

- A. A nominating committee will submit the slate of officer candidates at the March meeting each year.
- B. The President, President-Elect, Membership Secretary, Recording Secretary and Treasurer shall be elected by ballot for a one year term at the May meeting each year.
- C. Officers may serve more than one term.
- D. Committees may have Co-chairs.
- E. New officers serve September 1 through August 31.

*Article Eight: Status*

- A. NEONP is a nonprofit organization.
- B. Membership fees are due in January of each year.
- C. Members who have not paid fees by May will be dropped from the membership roster.

*Article Nine: Proposed Changes*

- A. Voting members of NEONP may propose amendments or additions to the bylaws by sending them to the recording secretary for review by the executive committee (officers and committee chairs and co-chairs).
- B. Proposed amendments or additions to the bylaws will be published in the NEONP newsletter for review by the membership. Proposed changes will also be presented at a general membership meeting.
- C. Membership will vote on proposed changes. A two-thirds affirmative vote is necessary for the adoption of changes.

*Article Ten: Meetings*

A. Regular meetings shall be held at least 5 times during the calendar year.

B. The President, in collaboration with the executive committee, may call additional meetings.

*Article Eleven: Expenses*

A. Reimbursement for NEONP related expenses will be at the discretion of the executive committee.

B. The reimbursable amount for mileage will be reviewed annually in order to maintain reimbursement at current rates.