

NORTHEAST OHIO NURSE PRACTITIONERS

CONSTITUTION AND BYLAWS

The Northeast Ohio Nurse Practitioners is an organization of nurse practitioners (NP) 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.

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 of all ages by providing primary and/or acute health care and case management to patients of all ages and their families focusing on disease prevention, wellness and management of minor, acute or chronic illnesses. Nurse Practitioners provide the information people need to make informed decisions about their health care and lifestyle choices. A Nurse Practitioner delivers health care consistent with advanced preparation in accordance with national standards established by the profession.
- B. Most Nurse Practitioners are certified by one or more of the following: American Nurses Credentialing Center, The American Academy of Nurse Practitioners, The National Certification Corporation for Pediatric Nurse Practitioners and Nurses, and The National Certification Corporation.

Article Three: Mission

- A. The primary purpose of the Northeast Ohio Nurse Practitioners is to function as an independent Advanced Practice Nurses Organization and to carry out the following charges:
 - 1. Provide peer support for nurse practitioners.
 - 2. Provide mentorship for novice nurse practitioners and nurse practitioner students.
 - 3. Maintain active communication between the officers of the ONA Practice Assembly, OAAPN, and American Academy of Nurse Practitioners.
 - 4. Promote and explain the role of the Nurse Practitioner to the public.
 - 5. Establish a liaison with consumers. .
 - 6. Inform members of legislative issues, practice issues, educational opportunities and employment opportunities.
 - 7. Plan regular education offerings for members as well as non-members.
 - 8. Increase membership by recruiting, retaining and enhancing the visibility of nurse practitioners.
- 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 nurse practitioners as defined in Article Two. Membership in ONA and/ or OAAPN is encouraged but not required. Members in good standing (paid dues) may exercise voting privileges.
- B. *Associate Membership* - Membership is anyone wishing to support Nurse Practitioners. Dues will be reduced. This membership will have no voting privileges.
- C. *Student Membership* - Membership is any enrolled student in a Nurse Practitioner Program. Member is exempt from dues for one year and will have no voting privileges.
- D. *Retired Membership* - Membership is any retired nurse practitioner. Member is exempt from dues and will have no voting privileges.

Article Five: Officer Roles

- A. President
 1. Provides overall group leadership.
 2. Prepared agenda for each meeting.
 3. Chairs all meetings. .
 4. Acts as an ex-officio member of all committees.
 5. Appoints c1wirperson and members to standing and ad-hoc committees.
 6. Casts deciding vote in the event of a tie.
 7. Facilitates group meeting plans: site selections, room bookings, speaker needs and other amenities.
 8. Audits the financial ledger of the group at the end of the Treasurer's term of office, and/ or appoints a designee.
 9. Prepares the President's Report for each meeting, and a review at the end of the President's term of office.
 10. Delegated group functions/business and deemed necessary.
 11. Calls and sets agenda for executive meetings.
 12. Presents goals to membership at first official meeting.
 13. Holds membership in executive committee.
- B. Past-President
 1. Assists the current President with the first official meeting.
 2. Transitions the new President and President-Elect with community nursing organizations as necessary.
 3. .Transitions the status of all NEONP committees with the new President
 4. Oversees transfer of records from retiring officers to the new officers.
 5. Serves as a resource and advisor to new officer as needed.
 6. Fulfills other group functions/business as directed by President.
- C. President-Elect
 1. Chairs meetings in the absence of the President.
 2. Acts an ex-officio member of all committees as designated by the President.
 3. Assists the President through delegated group functions/ duties as requested.
 4. Assists with meeting plans.
 5. Carries out activities/responsibilities as agreed upon by the President and President-Elect.

6. Attends and represents the group at community, professional and political activities as deemed necessary.
7. Responsible for reviewing Bylaws annually.
8. Facilitates group meeting plans: site selection, room bookings, speaker needs and other amenities
9. Prepares a review at the end' of term.
10. Holds membership on the executive committee.

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 all organization correspondence as necessary.
4. Prepares report for each meeting and for inclusion in newsletter.
5. Fulfills other group functions/business as directed by the President
6. Acts as an ex-officio member of all committees.
7. Prepares a review at the end of term.
8. Holds membership on the executive committee.

E. Membership Secretary

1. Is the contact person for new group members.
2. Provides membership packets and pertinent and/ or requested materials to members.
3. Maintains up-to-date membership list
4. Facilitates group mailing.
5. Responsible for the preparation and mailing of the newsletter.
6. Fulfills other group functions/business as directed by the President.
7. Acts as an ex-officio member of all committees.
8. Prepares a review at the end of term.
9. Holds membership on the executive committee.

F. Treasurer

1. Chairs meeting when all other officers are absent.
2. Receives and disburses all fund.
3. Held accountable for management of all funds.
4. Maintains an accurate financial ledger.
5. Maintains organization's checking account.
6. Prepares a treasurer's report for each meeting.
7. Fulfills other group functions/business as directed by the President.
8. Acts as an ex-officio member of all committees.
9. Prepares a review at the end of term and transfers records to new treasurer.
10. Holds membership on the executive committee.

G. Committee Chair Guideline

1. Convenes and chairs committee meetings as necessary.
2. Guides committee to develop and achieve goals.
3. Involves group members in the committee process.
4. Submits minutes of committee proceedings.
5. Reviews significant proceedings and communicates with President prior to organizational meetings.
6. Reports at organizations meetings and submits written report for the newsletter.
7. Provides a summary report annually.
8. Fulfills other group functions as directed by the President.

1. Conference
2. Marketing
3. Program/CNE
4. Scholarship
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 if the committee member wishes.
- E. Ad Hoc committee members shall serve until their mission is complete.
- F. Descriptions of committee duties are available upon request.

Article Seven: Election of Officers

- A. A nominating committee will submit the slate of officer candidates at the January 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 March meeting each year.
- C. Officers may serve more than one term if desired.
- D. Committee Chairs (excluding the American Academy representative which is elected at the State level) will be elected every two years at the March meeting. Members who are interested in committee chair positions will have their names listed in the January newsletter.
- E. Committee Co-Chairs are acceptable provided that each person is aware of the shared responsibility.
- F. New officers officially serve September 1 through August 31.

Article Eight: Officers/Committee Chairs/Representatives

- A. Any officer, committee chair or affiliate representative who does not fulfill the responsibilities outlined in the bylaws should be reported to a member of the executive committee who is not the named person.
- B. A committee will be formed to review the allegation. At least one member of the executive committee will serve on this ad hoc committee. The committee will evaluate the allegation and decide what action should be taken.

Article Nine: Voting Privileges

- A. All full members in good standing shall have the right to vote on any issues before the organization.
- B. The President or alternate chairperson shall not vote except in the case of a tie.
- C. Associate, Student and Retired members have no voting privileges.

Article Ten: Status

- A. NEONP is a nonprofit organization.
- B. Members of NEONP shall pay dues as recommended by the officers and voted on by the members. .
- C. Membership fees are due in January of each year.
- D. Members who have not paid dues by May will be dropped from the roster.

Article Eleven: Amendments and Additions

- A. Voting members of NEONP may propose amendments or additions to the bylaws by sending them to the recording secretary.
- B. Amendments or additions to the bylaws must be published in the newsletter.
- C. After publication in the newsletter, amendments, changes in organization function or finances will be voted on by the membership at the next meeting. Two-thirds affirmative vote is necessary for adoption.

Article Twelve: 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 Thirteen: Expenses

- A. NEONP will pay for mileage (if greater than 50 miles) when a member represents our organization at a function other than NEONP meetings or committee meetings.
- B. Reimbursement for other NEONP related expenses will be at the discretion of the executive committee.
- C. The reimbursable amount for mileage will be reviewed annually in order to maintain reimbursement at current rates.