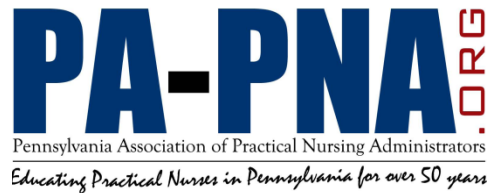


Pennsylvania Association of
PRACTICAL NURSING
ADMINISTRATORS

PAPNA
BY LAWS



Revised Spring 2017

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ARTICLE I – Organization

Section I-Name

- The name of the organization will be the Pennsylvania Association of Practical Nursing Administrators (PAPNA). (www.PA-PNA.org)
- The organization may, by a majority vote, change the name of the organization.

Section II-Non-Profit Status

- The organization will maintain non-profit status with the IRS.

Section III – Non- Discrimination clause

- PA-PNA will not discriminate against any applicant for membership on the basis of race, color, sex, pregnancy, political affiliation, religion, ethnicity, national origin (including ancestry), citizenship status, disability, age, marital status, family responsibilities, sexual orientation, gender identity, veteran or military status (including special disabled veteran or recently separated veteran), genetic information or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process within the Equal Employment Opportunity Commission or other human rights agencies.

ARTICLE II – Objectives

Objectives of the organization include:

- To promote the professional growth of the membership.
- To encourage the individual members to participate in the growth and development of the organization.
- To enhance the competence of the members through educational programs.
- To promote the members' awareness of the professional, legal, ethical, and political issues affecting practical nursing.
- To respond to any issues affecting the education of practical nurses.
- To maintain a collaborative, integrated relationship that serves as a resource body to professional groups, government agencies, and organizations on any topic affecting the practice and education of practical nurses.
- To advance the Practical Nursing Profession in the state of Pennsylvania.

ARTICLE III – Membership

Section I – Membership Categories

- The membership of this organization is limited to the dean / director / chairperson / coordinator and, if applicable, the assistant administrator/dean/director/chairperson/ coordinator of a Practical Nursing program within the Commonwealth of PA. The member shall be the person on record with the PA - State Board of Nursing
 - Full members are defined as dues paid for current year.
 - Full members have all rights and privileges of full membership: to address issues, make motions, vote and hold office.
 - If the administrator of a program is a member of the organization, the faculty can attend educational meetings at member rates.
- Life-time-membership is open to previous members who have retired but wish to maintain an interest in the organization. Life members can attend meetings but cannot hold office, make motions, or vote.
- Honorary-membership is available for those people who have demonstrated an interest in practical nursing education. Honorary members can attend meetings but cannot hold office, make motions, or vote. Honorary members will be nominated and voted on by the membership.
- Associate Member – membership is available to the dean /director/chairperson/coordinator and, if applicable, the assistant administrator/dean/director/chairperson/ coordinator of a Practical Nursing program outside the Commonwealth of PA. The member shall be the person on record with the State Board of Nursing with jurisdiction of the associate member’s institution. Associate members can attend meetings but cannot hold office, make motions, or vote. The member may address issues.

Section II – Dues

- Annual dues will be payable at the beginning of the fiscal year-no later than September 1. Checks should be made payable to: Pennsylvania Association of Practical Nurse Administrators.
- Notices for dues will be sent out in June.
- Dues for full members will be determined by vote of the membership.
- Honorary and life-time members will not pay dues.
- Associate member will pay annual dues at a rate of 75% of the full membership dues.
- The treasurer will notify any member who has not paid dues.
- Any person who has not paid dues by September 1 will forfeit the rights and privileges of membership.

ARTICLE IV – Executive Committee

Section I- Composition and Duties

- The executive committee will consist of the president, vice-president, secretary and treasurer.
- The duties of the executive committee will be to conduct the business of the organization during intervals between regular meetings of the membership.
- Executive committee will review and present a strategic plan for the organization at five year intervals. Next strategic plan will cover 2020-2025.

Section II – Terms of Office

- Offices will be elected for three year terms.
- Term is from June 1 to May 30.
- Officers will serve no more than two consecutive terms in the same office.

Section III – Vacancies

- A vacancy in the office of President will be filled by the Vice-President for the remainder of the term.
- A vacancy in the office of secretary or treasurer will be filled by a person appointed by the executive committee for the remainder of the term.
- If there is a vacancy in the office of Vice-President a new election will take place.

Section IV – Duties of the Office

- The duties of the President include:
 - Presiding at all meetings of the organization
 - Appointing chairpersons of committees
 - Represent the organization at state or national meetings
 - Performing any other duties that pertain to the office
 - Reserving lodging twice yearly for conferences in May/Oct

- The duties of the Vice-President include:
 - Assuming the responsibilities of President in that person's absence.
 - Arranging for a meeting place for all meetings.
 - Performing other duties delegated by the President
 - Serving as Parliamentarian

- The duties of the Secretary include:
 - Recording the minutes of all meetings of the Organization.
 - Keeping a current list of all names and addresses of members.
 - Assisting the President in sending out meeting notices.
 - Presiding at meetings in the absence of the President or Vice-President

- The duties of the Treasurer include:
 - Receiving all dues, paying all bills, signing checks, obtaining a co-signature for any check over \$500 and maintaining accurate records of all transactions.
 - Invoicing members for dues and contacting members who are delinquent.
 - Depositing all funds and maintaining records.
 - Presenting a financial report at all meetings of the organization.
 - Presenting an annual budget in May for the approval of the members.

Section V-Elections

- The President of the organization will ask for nominations for all available offices.
- Members will vote and all offices will be filled.
- Elections will be held every 3 years at the spring meeting. Next elections – President and Secretary -2019, Vice President and Treasurer -2018

ARTICLE V – Order of Business

Section I – Meetings

- Regular meetings will be held biannually in the spring and in the fall (May and October).
- Special meetings will be called by the President as necessary.
- All members will receive advance notice of meetings via regular mail or Email.

Section II – Parliamentary Procedure

- The rules contained in the current edition of Robert’s Rules of Order will govern the organization in all cases in which they are applicable, and in cases in which they are not inconsistent with the bylaws or any special rules of order adopted by the organization.

ARTICLE VI – Committees

- The President will appoint the chairperson of any necessary committee.
- Committees will dissolve upon the completion of their assigned duties unless they are asked to continue.
- Each committee will be made up of a chairperson and at least two members.
- Standing committees may include: scholarship, bylaws, and technology.

ARTICLE VII – Decisions

Section I – Quorum

- A majority will be defined as two-thirds of the voting quorum present.
- A quorum must be present in order to conduct the business of the organization.

Section II – Majority

- A majority will be considered two-thirds of those members voting.

Section III – Amendments

- Amendments can be made to the bylaws at any regular meeting of the organization by a two-thirds majority vote of the quorum present.

ARTICLE VIII – Budget

Section I – Fiscal budget

- The fiscal year will be July 1 – June 30.
- Budget approval requires a vote of two-thirds of the members present.
- Budget may include: postage costs, copying costs, program, travel for members of the executive committee, honorarium, consultants and other approved travel, research grants for administrators pursuing doctoral education not to exceed \$500, registration fees, travel expenses, and lodging not to exceed \$2000 for the President or designee to attend an annual national conference representing PAPNA, student scholarships, educator of the year award.
- Travel expenses may include hotel, meals, and mileage at the current IRS rate.
- An internal audit will be done no less than every 3 years on transfer of responsibility, or upon the request of any 3 members. The audit will be done by 3 members of the organization appointed by the executive committee.
- All checks over the limit of \$500 will require a co-signature of a member of the executive committee.

Section II – Scholarship/Grant Fund

- Direct contributions can be made to the PAPNA treasury for scholarships.
- Three scholarships will be awarded each year at the spring and fall meeting.
- One applicant will be selected from the Western, Eastern, and Central regions biannually.
- Other grants can be awarded as determined by a majority vote of members.

5/12/2017