

Bylaws

Standing Rules

Bylaws

Original-Adopted September 1995

Revision-Adopted September 1997

Revision-Adopted November 1999

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Revision – June 2007

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Article I. Name of the Organization

Section 1. The name of the organization shall be the San Antonio Nurses in Advanced Practice (**SANAP**) a nonprofit group founded in the State of Texas.

Section 2. All rules and regulations of the organization shall be consistent with the Bylaws of SANAP and the Standing Rules.

Article 2: Purpose of the Organization

Section 1. The purpose of the organization shall be:

- a. To promote networking.
- b. To promote continuing education.
- c. To promote legislative issues concerning Advanced Practice Nurses (APN)
- d. To promote consumer awareness of the APN role
- e. To promote provisions for accessible quality health care.
- f. To establish criteria for communication and cooperation with other groups who share the purpose of SANAP
- g. To promote and support the goals of TNA in all areas, especially those concerning the role of nurses in advanced practice.

Article 3: Membership

Section 1. Full members shall be:

- a. Nurses credentialed as Advanced Practice Nurses (Standing Rules definition) as defined by the Texas BNE.
- b. Entitled to make motions, to vote, and to hold office.

Section 2. APN Student members shall be:

- a. Students enrolled in an Advanced Practice Nursing program (Standing Rules definition).

Article 4: Dues and Finances

Section 1. Annual membership dues shall be recommended by the Executive Board.

- a. Members shall approve dues by two-thirds vote of general membership.

Section 2. The fiscal year shall be from January 1st to December 31st.

Article 5: Executive Board

Section 1. The Executive Board shall be composed of the following biennial elected officers:

Chairperson, Vice Chairperson, Secretary, Treasurer, and Parliamentarian, and two members elected at large. This constitutes a potential voting committee of seven.

Section 2. No officer shall serve more than two consecutive elected or appointed terms in the same office.

Section 3. A vacancy in the office of Chairperson shall be filled by the Vice-Chairperson.

Section 4. A vacancy of other offices shall be filled by appointment of the executive board.

Section 5. SANAP Shots editor shall be a non-voting member of the Executive Board.

Section 6. Officers and committee chairpersons will submit publication ready updates as appropriate on their areas of responsibility to SANAP Editor.

Section 7. An Executive Board quorum consists of four members.

Article 6: Duties of the Officers

Section 1. The chairperson shall:

- a. Preside at all SANAP meetings.
- b. Coordinate all SANAP program & special event planning and execution.
- c. Promote communication between SANAP and other professional and/or other community organizations.
- d. Appoint Executive Board members at large to maintain quorum executive committee representation.
- e. Appoint SANAP SHOTS Editor.
- f. Declare election results.
- g. Perform the duties of the CNE Administrator for the CNE programs.

Section 2. Vice-Chairperson shall:

- a. Perform the duties of the Chairperson in the absence or the inability of the chairperson to serve;
- b. Chair the Program Committee and act as Primary Nurse Planner for CNE programs.
- c. Organize meetings to ensure compliance with TNA CNE Program Guidelines
- d. Perform such duties as may be delegated by the Chairperson.

Section 3. The Secretary shall:

- a. Record minutes of SANAP membership & executive board meetings.
- b. Organize the Executive Board meeting agenda.
- c. Maintain current organizational files of SANAP Bylaws and Standing Rules.
- d. Maintain records of all correspondence, meetings & financial decisions of the board.
- e. Retain custody of SANAP historical records.
- f. Maintain SANAP post office mailbox.

Section 4. The Treasurer shall:

- a. Be custodian of SANAP funds & SANAP membership database.
- b. Present end of year budget review to the executive board and the membership and post for SANAP members to view.
- c. Prepare and present a proposed annual budget to the executive board and membership and {post in SANAP website and newsletter. }(provide copies to membership upon request)
- d. Provide monthly financial report at all SANAP meetings.
- e. Collect all annual membership dues & be responsible for accurate, complete bookkeeping.
- f. Assist with the annual review of the SANAP budget and book-keeping.
- g. Manage finances for SANAP sponsored CNE offerings and organizational projects outside of monthly meetings.

Section 5. The parliamentarian shall:

- a. Address procedural issues of SANAP on request of chairperson.
- b. Review the need for changes in the bylaws and standing rules annually with the executive board.
- c. Present formal statement of proposed changes to executive committee and membership.
- d. Chair Bylaws committee.

Section 6. Executive Board Members at Large:

- a. May be appointed to fill unexpected terms of elected officials with majority vote of the Executive Board
- b. May chair special organizational projects proposed by executive committee.
- c. May serve as organizational photographer and liaison to coordinate formation of historical records.
- d. Shall assist other board members and committee chairpersons in performing their duties on an as needed basis.
- e. Co-chair Public Relations Committee.
- f. May have a student member as a non-voting representative

Section 7. SANAP editor shall:

- a. Produce and distribute the SANAP SHOTS newsletter at least quarterly to maintain an informed membership.
- b. Aid membership recruitment through newsletter.

Section 8. Board members will also act as nurse planners in following the TNA CNE Provider Guidelines.

Article 7: Nominations

Section 1. Annual elections are held in July for offices that are elected in a biennial basis: the Chairperson, Vice Chairperson, Secretary, Treasurer, Parliamentarian and two members at large.

The Chairperson, Secretary, Parliamentarian, and one Member at Large shall be elected during even years and the Vice Chairperson, Treasurer, and one Member at Large shall be elected during odd years.

Section 2. The executive board shall submit names and select the Nominations Committee Chairperson in March.

Section 3. The Nominations Committee shall be appointed at the April meeting.

Section 4. The Nominations Committee will call for nominations at the May meeting.

Section 5. Elections will be held in July except for special election to be called in the permanent absence of both Chair and Vice Chairpersons.

Section 6. Installation of officers will take place in August with new officers presiding in September.

Section 7. Term of office shall be for two years.

Article 8: Committees

Section 1. Standing committees may include: Program, Legislative, Bylaws, Membership, Member Recognition, Public Relations, and APN Student/Preceptor Committee. Completed committee activity may lead to a vote to temporarily suspend committee functioning by vote at any executive meeting.

Section 2. Committees will consist of appointed chairperson and volunteers, and/or executive members.

Section 3. Ad hoc committees may be appointed as necessary.

Section 4. Historical records shall become the property of the executive Board.

Article 9: Meeting

Section 1. SANAP general membership meetings shall be held monthly on the second Tuesday of the month.

Section 2. General membership quorum necessary to transact SANAP business equals two officers and 30 voting members.

Section 3. The executive board will meet as deemed necessary by the chair. A board quorum of four voting members must be present to discuss business and will meet quarterly at a minimum.

Section 4. This document shall supercede Roberts Rules of Order.

Article 10: Amendments

Section 1. These rules may be amended.

- a. By circulation of amendment thirty days prior to the meeting.
- b. By two-thirds vote of the full membership present.

Standing Rules

Original-Adopted September 1997

Revision-Adopted June 1998

Revision-Adopted March 2001

Revision- Adopted October 2005

Revision- June 2007

A. Definitions

B. Executive Committee

C. Membership and Fees

D. Finances

E. Elections

F. Amendments

G. Standing Committees

A. Definitions

1. Advanced Practice Nurse Full member:

A full member is a registered professional nurse (RN) prepared by an advanced educational program appropriate to a specific practice area as defined by the Texas Board of Nurse Examiners (BNE) and authorized to practice as an Advanced Practice Nurse.

2. APN student

An APN student (for membership purpose) is defined as a student enrolled in an educational program for the express purpose of gaining APN credentials. Individuals may remain on student status until date of graduation. **Students who withdraw and therefore do not complete their advanced practice program prior to graduation shall no longer be considered members of SANAP. If the student later enrolls again in an advanced practice nursing program he/she may reapply for membership.**

B. Executive Board

1. An ex-officio advisory position may be designated for the outgoing Chairperson.
2. With advance notice, Executive Board meetings may be open to the members.
3. Full members shall fill the following elected offices:
The offices of Chairperson, Vice-chair, Treasurer, Secretary, Members at Large, and Parliamentarian.
4. Essential committee chairpersons may be appointed to At Large Executive Board member positions or vice-versa.
5. Non-excused absences (more than two) of voting officeholders, from Executive Board meetings requires the board to fill the position with a qualified person after consideration, agreement, and with due respect for the position occupant.
6. Officers and board representatives absent from the Executive Board or general membership meetings:
 - a. Are responsible for providing appropriate substitute representation.
 - b. Ensuring that essential information is available for each meeting.
 - c. In the absence of the Chairperson or Vice-Chair from the general meeting, the Treasurer assumes the chair for the meeting, allowing the Secretary to record the meeting.
 - d. In the absence of the Treasurer from the general meeting, a designated alternative member assists with attendance roster. Dues may be collected.

7. The Secretary shall provide minutes of previous executive meeting to the voting members of the board and will maintain the P.O. Box mail related to membership.
8. The Treasurer:
- a. retains primary responsibility for the membership database, storage unit, and the telephone line.
 - b. utilizing financial data from the present year, will project and initiate the new budget for the following year and present it to the Executive Board for approval.
 - c. provides report of monthly and projected expenditures at all Executive Board and monthly SANAP meetings and recommends dues and fee changes to the Executive Board.
9. Current term officers are responsible for maintaining a notebook of office specific materials and for making timely contact with incoming officers, aiding transition, acting as a resource person on pending issues, and will have a face-to-face meeting scheduled with incoming officers prior to relinquishing office. The notebook is placed in the custody of the incoming officer.
10. The Secretary will serve as liaison for establishing a historical record, working collaboratively with the Editor

C. Membership and Fee

1. Full membership dues are \$50.00 annually, payable upon joining SANAP. Dues are current from January 1 – December 31 and must be paid by the 2nd Tuesday in March. Dues may be prepaid starting in October of the previous year.
2. APN student membership dues are \$40.00 annually, increasing to \$50.00 on the month following completion of the APN program.
3. Membership directory: members may decline to be on any directory offered for purchase. Paid members shall receive a directory of current members annually. Nonmembers or advertisers shall be charged \$50.00 per directory copy.
4. Members must maintain a professional bearing to maintain active status. Members who in any manner are threatening to other members shall be suspended until an executive board review is made, at which point the membership may be terminated and dues refunded.
5. Paid membership does not guarantee a seat at a monthly meeting. Reservations must be made by 6p.m., the First Thursday of the month {or until reserved seating has been met} . Only reservations confirmed by the Treasurer, will be guaranteed a seat at the meeting.

D. Finances

1. Expenditures:
 - a. The checking account shall require two signatures upon closure of the account.
 - b. The annual budget is subject to approval of two-thirds of the Executive Board.
 - c. Donations of funds from the treasury will be by motion from and with majority approval of the membership present at any general meeting.
2. Four officers are authorized for check signature approval: Chairperson, Treasurer, Vice-Chair and Secretary.
3. The outgoing treasurer arranges transfer of books and signature approval in September of the odd years to the appropriate incoming officers.
4. The Treasurer retains custody of the checkbook providing monthly projected expenditures as needed.
5. All committee expenditures must be submitted to the Executive Board for approval.
6. An annual review will be performed by an unbiased third party, approved by the Executive Board, and results made available to the membership by request.

E. Elections

1. Paper ballots shall be made available to all full members for the annual elections held in July.
2. Potential officers shall be made aware of commitment obligations to meet position and Executive Board needs.
3. Chairperson or Vice-chair assuming the position mid-term may run for one additional term.
4. The Nominating committee Chairperson for annual elections shall be a current member of the Executive Board member. The slate may include members of the current board as defined in the bylaws.

F. Amendments

1. The standing rules may be amended at any official monthly organizational meeting conforming to the bylaws and by the Executive Board for approval.

G. Standing Committees

1. **Program Committee:**

- a. Plan (SANAP) educational programs.
- b. Select and coordinate meeting sites with sponsors and Membership Committee.
- c. Maintain record of pending and previous presenters and sponsors.
- d. Coordinate and monitor all CNE activity according to TNA guidelines.

2. Legislation Committee:

- a. Provide updates of current legislative issues at SANAP meetings.
- b. Develop quick legislative response roster to facilitate communication with state legislators.
- c. Provide membership with accurate, current resource information to contact appropriate local, state, and federal officials on Advanced Practice Issues.
- d. Shall be headed by the TNP liaison.

3. Public Relations Committee:

- a. Coordinate publicity with SANAP SHOTS editor.
- b. Develop organizational materials and collect data to promote and increase public awareness of Advanced Practice Nursing roles in the community.
- c. Develop contacts with media, publications and professional organizations.

2. Membership Committee:

- a. Registration of members and guests at meeting and special events.
- b. Assists with community activities.
- c. Recruit new members.
- d. Create/maintain new member tool kit.

3. Member Recognition Committee:

- a. Purpose is to recognize SANAP members who have made significant contributions to the organization and Advanced Practice Nursing.
- b. Awards to be presented quarterly, with one yearly honoree and whose dues will be waived for the following year.
- c. Nominations shall come from the membership at any SANAP meeting.
- d. Criteria for eligibility shall be one year's membership in SANAP, and significant contributions to the organization.
- e. Honorees shall be chosen from the general nominations by the member recognition committee.
- f. Honorees may not be re-nominated for a two-year period after receiving a recognition award.

4. APN Mentor Committee:

- a. Purpose is to coordinate with the schools of nursing to provide mentors to APN