



Nursing of Children Network

Greater Delaware Valley Chapter of the Society of Pediatric Nurses

**BY-LAWS
Revised October 2002**

ARTICLE I: NAME, PURPOSE, MISSION, OBJECTIVES

Section 1. Name

The name of the organization shall be the Nursing of Children Network - Greater Delaware Valley Chapter of The Society of Pediatric Nurses, hereinafter referred to as NCN. The national organization, The Society of Pediatric Nurses shall be hereinafter referred to as SPN.

Section 2. Purpose

The purpose of the Nursing of Children Network shall be to provide a forum for all pediatric nurses to share ideas related to the nursing care of children and their families. The support and networking opportunities of the group are integral to the group and its members.

Section 3. Mission

The Nursing of Children Network believes that the specialty of pediatric nursing should set forth the highest standards of nursing practice of optimum care to children and their families. The mission of the Nursing of Children Network, in congruence with the national organization, is to promote excellence in nursing care of children and their families through support of its members' clinical practice, education, research, and advocacy.

Section 4. Objectives

The objectives of this organization shall be:

- A. To enhance personal and professional growth through networking and education programs on a regional level.
- B. To disseminate information regarding advances in pediatric nursing.
- C. To promote an awareness of, and support for the health care rights of consumers.
- D. To promote communications within the organization, and with other professional organizations with a focus on the health and welfare of children.
- E. To encourage individual members to participate in the continued growth and development of the organization.

ARTICLE II: MEMBERSHIP

Section 1. Classifications

There shall be three categories of membership: regular, associate, and student.

A. Regular Membership

- 1) A candidate for regular membership must have current licensure to practice as a registered nurse and be currently employed or interested in pediatric nursing.
- 2) Regular members have paid dues in full to SPN and NCN; the only exception is for those who have retired and pay a reduced rate.
- 3) Regular members shall receive all active membership benefits and may attend all membership meetings, vote, hold office, and serve on the Board, or as chair or member of a committee.

B. Associate Membership

- 1) Associate membership shall be extended to licensed practical or vocational nurses who are currently employed or interested in pediatric nursing.
- 2) Associate members may serve on appointed committees.
- 3) Associate members may not vote or hold elected office.

C. Student Membership

- 1.) Student members are entry-level, full time students who are interested in pediatric nursing.
- 2.) Student members have all rights and privileges of Associate Membership.

Section 2. Financial Responsibilities and Good Standing

- A. Members in good standing are members who are not under final notice of termination, and whose dues are paid for the current NCN and SPN fiscal year.
- B. All membership dues for this Organization shall be determined by the Budget and Finance Committee and be subject to approval by the Executive Board. An increase occurring more frequently than every two years is subject to ratification by two-thirds of votes cast by the membership.
- C. Members shall receive renewal notices directly from SPN for membership. Members shall receive renewal notices directly from NCN for local membership. October is designated annual membership renewal month.

Section 3. Expulsion and Termination of Membership

Any members whose dues have not been received by the end of the month following renewal date will be removed from the chapter membership and shall lose all privileges of the chapter.

ARTICLE III: EXECUTIVE BOARD

Section 1. Authority and Responsibility

The Executive Board shall have responsibility for the supervision and direction of the officers of this organization; shall determine its policies or changes therein; shall actively implement its purpose; and shall have discretion over the disbursement of its funds.

It may adopt such rules and regulations for the conduct of its business as shall be deemed appropriate, and may, in the execution of the power granted, appoint such agent as it may deem necessary.

Section 2. Composition

The Executive Board shall consist of a president, president-elect, secretary, treasurer, and six other members-at-large. The immediate Past President shall serve as an ex-officio member of the board without vote and shall serve as advisor to the Executive Board and the Nominating Committee. Immediate past committee chairs shall serve in consulting roles to new committee chairpersons.

Section 3. Eligibility

Nominees for positions on the Board are members of SPN and NCN. The President-elect shall have served at least one (1) year as a member of the Executive Board prior to election to this office, unless a candidate with such experience is not available.

Section 4. Nominations

The Nomination Committee shall submit a slate of no less than one (1) candidate for each office. Any exception to this mandate shall be approved by the Executive Board. Any member holding an elective office expiring the next year shall not be a candidate for another office.

All nominees must agree to serve if elected, and express this commitment in writing, in order to have their name placed on the ballot.

Following presentation to the Executive Board by the Nominating Committee, the ballot shall be sent to each voting member before May 1st and provide members with a minimum of two weeks for their response.

Section 5. Terms of Office

- A. All members of the Executive Board shall assume office at the June Executive Board meeting, and maintain the position until their successor has assumed office.
- B. The President shall be elected for a term of one (1) year as President-elect and two(2) years as President. A President-elect is elected every other year.
- C. The Secretary shall be elected for a term of two (2) years in the even-numbered years.
- D. The Treasurer shall be elected for a term of two (2) years in the odd-numbered years.
- E. The Members-at-Large shall be elected for a term of two (2) years.
- F. No member of the Executive Board shall serve more than two (2) consecutive terms in the same office, or more than six (6) consecutive years on the Executive Board.

Section 6. Duties and Powers

- A. President - The President shall be the chief elected officer of the organization and shall preside at all meetings of the organization and of the Executive Board; shall appoint chairpersons of all special sub-committees, except as specified in these by-laws, and shall be a member ex-officio of all committees except Nominating; shall communicate to the organization such matters and make such suggestions as may in his/her opinion tend to promote the welfare and increase the usefulness of the organization; and shall perform such other duties as are necessary incident to the office.
- B. President-Elect - The President-Elect shall perform all duties of the President in the absence or incapacity of the President, shall perform the role of parliamentarian at the Executive Board meetings; shall chair the By-Laws / Policy Committee; and shall perform all other duties as may be delegated by the President. The President-Elect shall serve on the Nominating Committee and assist the secretary in all Nominating Committee activities.
- C. Secretary - The Secretary shall accurately record the minutes of all business meetings of the executive Board; shall retain a book of minutes of all meetings of the Executive Board of NCN; shall make available the minutes to the members of the Executive Board for review; and shall excerpt and submit pertinent data to respective committee chairpersons when applicable. The Secretary shall chair the Nominations Committee, with assistance of the president-elect, when available, and shall in general perform all other duties incident to the office of secretary and other such duties as the President and / or Executive Board may from time to time prescribe.
- D. Treasurer - The Treasurer shall be chairperson of the Finance Committee; shall supervise the direction of all financial affairs of this organization; shall present a report of the financial status of the Association at the meetings of the Executive Board; shall serve as a member of the Membership Committee; shall have the accounts audited in accordance with state and federal regulations, by a Certified Public Accountant approved by the Executive Board; and shall perform other duties as the Executive Board may prescribe.
- E. Members-at-Large - The members-at-large shall serve on the three standing committees of the Executive Board: Education Committee, Membership Committee and Communications Committee. There are to be six (6) members-at-large. Three Member-at-large will be elected each year to avoid turnover of all six members-at-large at the same time. Any member-at-large candidate may voice an interest in serving on a particular standing committee prior to or after elections. Final committee assignment will be determined by the President. During the first year of their term, the member at large is "chair elect" for that committee. During the second year of their term, the member-at-large will assume the role of committee chairperson unless otherwise designated by the President.

Section 7. Vacancies

Vacancies that occur in any elective office of this organization due to the inability or ineligibility of the incumbent to perform the duties of the office, or due to the incumbent's expulsion from office, shall be filled in the following manner:

- A. In the event the office of President becomes vacant, the President-elect shall immediately assume office for the remainder of the term. In such case, if both the office of President or President-Elect are vacant, the Immediate Past President shall serve as acting President until such time as a subsequent election is held.
- B. The Executive Board shall fill all other vacancies by appointment.
- C. In the event of three (3) or more concurrent vacancies within the Executive Board, a special election shall be held within sixty (60) days of the vacancies. Members of the Nominating Committee may serve as acting members of the executive Board if required to ensure a quorum.
- D. Any member filling a vacancy for an unexpired term of one (1) year or more shall be deemed to have served one (1) term.

Section 8. Meetings

The Executive Board shall have a regular meeting at such times as the President may designate for the transaction or the affairs of the organization. Special meetings may be called upon demand of a majority of its members. Notice of all meetings shall be communicated to each member of the Board at least seven (7) days in advance of such meetings. In the event of an emergency, the seven (7) day notice may be waived providing at least twenty-four (24) hour notice is given. Any action to be taken by the Executive Board may be taken without a meeting if a consent setting forth the action so taken is obtained by all of the members of the Executive Board. via written or electronic response.

Section 9. Quorum

A majority of the Board shall constitute a quorum at any meeting of the Board, that is minimum of 6 Board members. Any action taken by the board can include consent from absent members via written or electronic response submitted to the president or secretary prior to the meeting.

Section 10. Absence

Any member of the Executive Board unable to attend a meeting shall, directly contact / notify the President or Secretary via letter, call or electronic response, and state the reason for the absence.

If a member is absent from two consecutive meetings for reasons that the Board has determined to be insufficient, resignation shall be deemed to have been rendered and accepted.

Section 11. Resignation or Disciplinary Action

Any Board members may resign at any time by giving notice to the President, the secretary or to the Executive Board. Such resignation shall take effect at the time specified therein, or at the time of acceptance thereof as determined by the Executive Board.

Any Executive Board member may be subject to reprimand, censure, suspension, or expulsion by the Executive Board which may take such action as deemed appropriate in cases of unprofessional conduct, defined as conduct detrimental to the philosophy, purpose, and objectives of the organization, neglect of duty or violation of by-laws or policies. Such action may be taken by two-thirds vote of the Board following a fifteen (15) day notice of charges to the member by certified mail. No action shall be taken until the Board member charged has been advised of the specified charges, has been given a reasonable time period

to prepare a response, and has attended a full hearing before the Executive Board. Executive Board members expelled from the Board pursuant to this section shall be ineligible to serve in an elected office of NCN at any future time.

ARTICLE IV: COMMITTEES

Section 1. Standing Committees

- A. Definition - The standing committees of this organization shall be Nominating, Finance, Education, Communication and Membership.
- B. Composition - A standing committee shall be composed of at least two (2) active members of NCN appointed by the chairperson of the committee, except as otherwise provided in these by-laws.
- C. Term of Office - Members of standing committees shall serve for a term of two (2) years and shall serve until their successors are appointed or elected.
- D. Accountability - Standing committees shall be accountable and submit reports to the Executive Board.
- E. Vacancies - Failure to perform duties as assigned shall be cause for the chairperson of the committee to declare a vacancy in the position. Such vacancy, except on the Nominating Committee, shall be filled by appointment by the committee chairperson. A vacancy on the Nominating Committee shall be filled by appointment of the Executive Board as specified in these by-laws
- F. Responsibilities
 - 1) The Finance Committee shall: receive all monies from the appropriate committee chairs, including program attendance fees, membership dues, etc.; review the annual budget for approval of the Executive Board; monitor the budget and make recommendations to the Executive Board of the organization; and perform such other duties as from time to time may be assigned. The Treasurer of the organization will chair this committee.
 - 2) The Nominating Committee shall: actively recruit appropriate candidates for elected offices and prepare a ballot. A ballot shall be mailed to active members before May 1st. In the event that there are no candidates for one or more positions, by the May 1st deadline despite recruitment strategies by all Board members, the Nominations committee chair will contact the Executive Board and request extension of the deadline, however, every effort will be made to adhere to the May 1st deadline. The Nominating Committee shall implement the policies and procedures for nominations and elections as established by the by-laws. Following a motion from the Executive Board, the Nominating committee will be responsible for destroying the completed ballots, after the Executive Board has been formally notified of the results. Members of the Nominating Committee shall not serve more than two (2) consecutive terms in the same office
 - 3) The Education Committee shall be responsible for the educational development of the NCN membership, including but not limited to the following:
 - a.) Execution of at least three (3) annual education offerings which support the mission and objectives of the organization as stated in these by-laws. A plan for offerings / notice of programs will be submitted to the Communications Committee. Application for continuing education credit will be made for each offering (as possible).

- b.) Distribution, collection, summary and analysis of all evaluation forms from each program / offering.
- c.) Presentation of a summary of the program, attendance, and evaluations by the committee chair at the subsequent Executive Board meeting, and submission of this summary to the Chair of the Communications Committee for inclusion in the newsletter. This report will include program attendance.

The Chairperson of the Education Committee shall be a Member-at-Large in their second year of their term, appointed by the President, as specified in these by-laws.

4) The Membership Committee shall be responsible for facilitating recruitment and retention of members into the organization. The responsibilities of the committee include but are not limited to:

- a) provide a report of current membership to the chair of the Communications Committee one month prior to each Newsletter mailing.
- b) maintain membership lists (update names, addresses, and other membership information).
- c) destroy member applications once information has been entered into the database.
- d) provide information regarding current number of members at each Executive Board meeting, including new members and number of welcome letters sent, and shall make available, upon request, an updated membership list to any member of the Executive Board.
- e) Refer new NCN members, who are not SPN members, to the national organization for completion of SPN application.
- f) updating the mailing list that includes schools, hospitals, and other prospective members and program attendees and assure utilization of a current membership mailing list.

The Chairperson of the Membership Committee shall be a Member-at-Large in their second year of their term appointed by the President as specified in these by-laws.

5) The Communications Committee responsibilities include but are not limited to:

- a.) publicizing all activities of our organization.
- b.) all mailings except initial membership information These mailings include newsletters, and program flyers.
- c.) publication of at least 3 newsletters per calendar year.
- d.) facilitating the posting and distribution of program information at local hospitals and schools.
- e.) development and maintenance of the NCN website.

The Chairperson of the Communications Committee shall be a Member-at-Large in their second year of their term appointed by the President as specified in these by-laws.

ARTICLE V: GENERAL PROVISION

Section 1. Fiscal Year

The fiscal year of the organization shall be from September 1st through August 31st.

Section 2. Parliamentary Authority

The rules of parliamentary procedures contained in Robert's Rules of Order Newly Revised shall be the authority governing all meetings of the Organization and the Executive Board, subject to these by-laws and special rules which may at any time be adopted.

Section 3. Books and Records

Active members of the Organization shall have such inspection rights and rights to copy any records as permitted by law and these by-laws.

The Organization shall keep the minutes of all meetings and the accounting books and records.

Section 4. Annual Report and Representation at the Annual SPN Meeting

An annual report summarizing the activities of NCN shall be compiled by the President, All NCN officers and committee chairs shall submit a detailed and up to date report in writing to the President upon request, for inclusion in the annual NCN report. The Annual report will be submitted to the national SPN office upon request. The President will distribute a copy of the annual report to all members of the Executive Board.

When feasible, there will be representation of the Executive Board at the annual SPN meeting.

Participation should include the President / President-Elect, whenever possible, for the purpose of maintaining communication with the national board at the Chapter President session(s).

Section 5. Amendments

Proposed amendments to these bylaws shall be submitted to the Executive Board of NCN at a regular board meeting or in writing. In response, a Bylaws Task Force shall be convened. The Bylaws Task Force will examine and revise the proposed amendment, if necessary, and submit it in writing or via email to the Board at least 2 weeks (14 days) before a board meeting. The proposed amendment shall then be presented in writing to the membership for their information and majority vote. This process may be completed by mail ballot. An affirmative vote by the majority of the regular members who return their ballots will constitute approval for an amendment change.

Section 6. Mailing List

Any organization requesting a mailing list from the Nursing of Children Network will be able to purchase said list in accordance with the policies and procedures of the national SPN office.

Section 7. Dissolution of the Association

Dissolution of this association shall be accomplished by a two-thirds mail ballot vote of the membership upon recommendation of the Executive Board.

In the event of dissolution, and in accordance with the state laws of incorporation, all assets remaining after payment of its obligations shall be submitted by the Executive Board to the national SPN office.