

NONPF BYLAWS

ARTICLE I. NAME

This organization shall be known as the National Organization of Nurse Practitioner Faculties.

ARTICLE II. PURPOSE

The purpose of the National Organization of Nurse Practitioner Faculties is to provide nurse practitioner educational leadership on local, national and international levels through the advancement of education, practice, research and policy.

ARTICLE III. MEMBERS

Section I. Classes of Membership

- A. **Individual** membership is available to nurses holding faculty and/or preceptor positions in a nurse practitioner program. Each individual member has one vote, is eligible to hold an elected position, receives membership communications and membership discounts.
- B. **Program** membership is available to all nurse practitioner educational programs. Program membership includes nurses holding faculty and/or preceptor positions in a nurse practitioner program. Each nurse faculty member for whom dues are paid under the program membership shall have one vote, is eligible to hold an elected position, receives membership communications and membership discounts.
- C. **Associate** membership is available to all interested persons. Each Associate member receives membership communications and membership discounts but is not eligible to vote or to hold an elected position.
- D. **Affiliate** membership is available to international **OR** established professional organizations that represent faculty and/or educational programs preparing nurse practitioners and whose structure and activities are congruent with the mission and goals of NONPF. Affiliate status shall be granted through a memorandum of understanding between NONPF and the organization. Affiliate members are not eligible to vote or to hold an elected position.
- E. **Student** membership is available to nurses enrolled in a graduate, degree-conferring program. Each student member receives membership communications and membership discounts but is not eligible to vote or to hold an elected position. An individual is eligible for this category of membership during the time they are enrolled in their graduate program for a maximum of five (5) years total.
- F. **Honorary** membership is conferred by the Board of Directors to individuals who contribute significantly to the advancement of nurse practitioner education and the profession. Each honorary members receive membership communications

and membership discounts but is not eligible to vote or to hold an elected position.

- G. **Retired individual** members are nurse practitioner faculty members who retire from academic practice. Individuals may request consideration for this category of membership. Retired members receive membership communications and membership discounts, are eligible to vote and eligible to hold an elected position.

Section 2. Special Interest Groups (SIGs)

- A. Special Interest Groups (SIGS) are recognized groups within NONPF, established to enhance and extend the mission and purpose of the organization in ways that complement, yet are different from the work of the formal committees. SIGS facilitate communication and information sharing among members regarding topics of shared interest.
- B. Individual, Program, Student, and Retired members of the organization may form and join SIGs to address specific topics of interest that are not currently represented through the standing or special committee structure.
- C. A minimum of ten (10) members are needed to establish and maintain a SIG. A group of ten (10) or more members may petition the Board of Directors for recognition as a SIG.
- D. The SIG Steering Committee shall consist of one chair from each SIG who shall be selected by the SIG's membership.
1. The SIG Steering Committee shall report to the President-Elect and meet at least once annually.
 2. The functions of the SIG Steering Committee shall be:
 - a. To provide a forum within the organization for addressing issues in the SIG area of interest.
 - b. To identify issues related to the SIG interest areas for the organization.
 - c. To serve as a source of expertise in the SIG interest areas for the organization.
 - d. To provide periodic reports on the activities of the SIGs.

Section 3. Dues

Voting privileges shall be limited to members described in Article III, Section 1, (A), (B), (G), who are current in payment of dues. Dues must be current as of January 10 to receive a ballot for officers and directors. No dues shall be required for honorary members. The Finance, Capital Development and Marketing Committee shall review the dues structure and the Treasurer shall report recommendations to the Board annually. Dues changes shall be determined by a two-thirds majority vote of the Board of Directors.

- A. Members shall pay an additional fee to join each SIG. Participation in a SIG is voluntary. The amount of the fee to belong to a SIG shall be determined by the Board of Directors and shall be due with the annual membership dues. If the SIG member has not paid SIG dues by January 10 they shall be removed from the SIG.
- B. Membership in this Organization & voting rights for the year shall be terminated for non-fulfillment of financial obligations by January 10.
- C. The membership year shall be September 1 to August 31. Renewal notifications shall be distributed before July 31.

ARTICLE IV. OFFICERS

Section 1. Elected Officers

The officers of the organization shall be president, president-elect, secretary and treasurer.

Section 2. Executive Committee

- A. The four officers shall comprise the Executive Committee of the Board. The Executive Committee shall have and exercise the authority of the Board of Directors in the management of the business of the organization. The following actions shall require the prior approval of the Board of Directors: a) grant submission; b) expenditure in excess of \$5,000; c) incurrence of indebtedness or obligation in excess of \$5,000; d) memoranda of understanding; and e) representation of the organization in external activities.
- B. The actions of the Executive Committee shall be reported at the next meeting of the Board of Directors.
- C. To conduct business, all members of the Executive Committee shall participate in person or by electronic conferencing. No business can be conducted without a majority of the Executive Committee.

Section 3. Nominations

Officers shall be nominated by the nominating committee or from the membership at large. All nominees must be members of the organization by January 10 of the election year. Those elected to office shall assume office at the annual business meeting held in April.

Section 4. Elections

Election to an Office shall be by the candidate receiving the highest number of votes from those members completing a ballot. Elections will be conducted by either mail or electronic voting with only one method used per election. The Chair of the Nominating Committee shall serve as Teller for the elections by overseeing the counting of the ballots and reporting results at the Annual Business Meeting.

Section 5. Duties

- A. President. It shall be the duty of the president to preside at all meetings and to enforce all regulations relating to the administration of the organization. The president shall serve as chair of the Board of Directors and shall appoint such committees as the activities of the organization may require unless these duties have been delegated to another officer. The president or her/his designee from the Board shall serve as ex-officio on all standing committees, except the nominating committee. When the president is unable to perform these duties or vacates the office for any reason, the president-elect will assume the presidency.

- B. President-Elect: It shall be the duty of the president-elect to carry out such functions as are delegated and, in the absence of the president, to act on her/his behalf. If the president is unable to perform her/his duties or vacates the office for any reason, the president-elect will assume the presidency. The president-elect shall serve as the chair for the Special Interest Groups (SIG) Steering Committee and shall represent the SIGs' issues to the Board of Directors.

- C. Secretary: It shall be the duty of the secretary to maintain records of the organization: to issue notice of meetings; to maintain the archival records of the organization; to perform in general functions commonly identified with such office. The secretary shall serve as Chair of the Bylaws Committee and shall maintain a file of committee and SIG reports.

- D. Treasurer: The treasurer shall be responsible for all fiscal matters and the accounting thereof and provide oversight for the disbursement of funds in accordance with rules and instructions established by the Board of Directors. The treasurer shall serve on the Finance, Capital Development and Marketing Committee. An audit shall be conducted minimally at the end of the treasurer's term of office and adopted by the Board of Directors.

Section 6. Term of Office

- A. Elected officers shall serve from the close of the Annual Business Meeting following their election to the close of the next Annual Business Meeting, or until their successors are elected.

- B. The president shall serve a term of two (2) years as president-elect followed by a term of two (2) years as president. The secretary shall be elected on odd-numbered years for a two-year term of office. The treasurer shall be elected on even-numbered years for a two-year term of office.

- C. No officer may consecutively serve a third term of office.

Section 7. Vacancies

A vacancy of an officer, with the exception of the president-elect shall be filled by appointment by the president for the unexpired term of office. A vacancy of the president-elect will be filled by being elected by the membership. The election shall be held at the next scheduled annual election or by special election to be determined by a majority vote of the Board of Directors.

ARTICLE V. BOARD OF DIRECTORS

Section 1. Composition and Voting of Board of Directors

- A. The Board of Directors consists of the officers and seven other elected members to serve as directors-at-large, each with one vote.
- B. A quorum of the Board of Directors shall consist of a majority of elected officers.
- C. Issues that arise between meetings of the Board of Directors may be voted on by a fax, mail, electronic mail, electronic conferencing, or telephone conference ballot to the Board of Directors. Issues shall be decided upon by a majority of ballots that are returned. (See Article IV, Section 2, for Executive Committee role.)

Section 2. Election of Directors-at-Large

Election of the directors-at-large to the Board of Directors shall be candidates receiving the highest number of votes of those members completing a ballot.

Section 3. Term of Office for Directors-at-Large

- A. Terms of office of directors-at-large are two years with one-half elected on alternate years. Three directors-at-large shall be elected in odd numbered years; four directors-at-large shall be elected in even numbered years.
- B. No director-at-large may consecutively serve a third term of office.

Section 4. Duties

- A. The headquarters of the organization shall be determined by the Board.
- B. The Board of Directors shall act on behalf of the organization in conducting business not explicitly assigned as a responsibility of the officers of the organization.
- C. The Board of Directors shall serve as the trustee of the organization's property.
- D. A Chief Executive Officer of the organization may be appointed by the Board of Directors. The Chief Executive Officer shall execute the directives of the Board in overseeing the administrative activities of the organization and supervising

staff. The Chief Executive Officer's contract and performance evaluation shall include input from the Board of Directors.

- E. Staff may be employed upon approval of the Executive Committee of the Board.

Section 5. Vacancies:

A vacancy on the Board of Directors shall be filled by appointment by the president for the unexpired term of office

ARTICLE VI. MEETINGS

Section 1. Frequency

- A. Meetings of the membership shall be held at such times and places as determined by the Board of Directors. There shall be at least one meeting of the membership each year, to be known as the Annual Business Meeting; at which a part of the program shall be reserved for a membership meeting, the report of the election of officers, and the Board of Directors, and other business of the organization.
- B. The Board of Directors shall meet regularly, as needed, to conduct the on-going business of the organization.
- C. The Executive Committee shall meet as needed between regular meetings of the Board of Directors.

Section 2. Special Meetings

- A. Special meetings may be called by the President as deemed necessary or at the request of five (5) members of the Board of Directors or 10% of the NONPF membership.
- B. Special meetings may be conducted in person, by electronic mail or by electronic conferencing.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

- A. The standing committees are Member Resources, Curricular Leadership, Faculty and Preceptor Development, and Finance, Capital Development and Marketing.
- B. Members of each standing committee of the organization, including the chair, shall be appointed by the elected Board of Directors. Standing committees shall have a minimum of three (3) members.
- C. A written report of committee activities shall be submitted to the secretary at mid-year and thirty (30) days prior to the Annual Business Meeting by the appointed Board of Directors liaison.

- D. **Member Resources Committee.** It shall be the responsibility of the Member Resources Committee to provide leadership in expanding the membership and member benefits through activities such as recruitment of diverse faculty, development of international member agreements, assessment of faculty and program needs, and member communications. The committee shall also have oversight of membership recognition awards for quality work done in areas such as teaching, practice, research, and policy.

- E. **Curricular Leadership Committee.** It shall be the responsibility of the Curricular Leadership Committee to advise the organization on quality curricular design, new and emerging NP curricula, educational guidelines development, and competency development, revision and validation. In addition, this committee will facilitate global educational consultation and resource sharing.

- F. **Faculty and Preceptor Development Committee.** It shall be the responsibility of the Faculty and Preceptor Development Committee to provide leadership for the Annual Meeting and other programs that emphasize development and advancement of the faculty and preceptor roles. This committee will identify data needs and research priorities relevant to promoting and delivering NP education and to addressing workforce issues.

- G. **Finance, Capital Development and Marketing Committee** – It shall be the responsibility of the Finance, Capital Development and Marketing Committee for advising the organization on matters relating to finances and budget, developing revenue streams, establishing and maintaining endowments, and marketing the organization’s products. One member of this committee will be the Treasurer, and one member of the committee will be another Board member. This committee will meet at least annually.

Section 2. Special Committees & Task Forces

- A. **Nominating Committee.** A Nominating Committee shall be composed of four persons elected by the membership for a term of two years. Two members will be elected each year. The member with the highest votes will be chair of the committee in the second year of her /his term. It shall be the responsibility of the Nominating Committee to draft a competitive slate for annual elections. The President-elect, as an ex officio member, will serve in an advisory capacity to the Nominating Committee. The Committee will submit the slate to the Board of Directors for review and comment prior to submission to the membership. The Chair of the committee shall serve as Teller for the elections and report results at the Annual Business Meeting. Members of the Nominating Committee cannot run for a Board of Directors position during their term on the committee.

- B. **Bylaws Committee.** The Bylaws Committee shall be appointed on an ad hoc basis by the President. The Bylaws Committee shall be composed of three or more members and chaired by the Secretary. It shall be the responsibility of this committee to revise the Bylaws at least every five (5) years and as needed, based on input from the Board of Directors or members, according to the process described in Article X.

- C. **Other Special Committees and Task forces.** Special committees and task forces may be established by the President and a majority vote of the Board of Directors as deemed necessary to fulfill the mission of the Organization.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Robert’s Rules of Order, current edition, shall be the authority in all questions of procedure not covered by the Bylaws.

ARTICLE IX. INDEMNIFICATION

The directors, officers, employees, and agents of the National Organization of Nurse Practitioner Faculties shall be indemnified for any costs, expenses, or liabilities incurred as a result of the performance of their duties as provided in the District of Columbia or the appropriate state statutes or any amendment thereto.

ARTICLE X. AMENDMENTS

Section 1. Board Approval

- A. Amendments to the Bylaws shall be submitted by the Bylaws Committee to the Board of Directors for consideration not less than ninety days prior to the Annual Business Meeting.
- B. If approved by two-thirds vote of the Board, the proposed amendment shall be submitted to the membership in writing not less than thirty days prior to the Annual Business Meeting.

Section 2. Membership Approval

Amendments shall be adopted by a two-thirds vote of members casting ballots at one of the following: (a) the annual meeting or (b) through an electronic/mail ballot, as determined by a simple majority of the Board of Directors.

ARTICLE XI. DISSOLUTION

In the event of dissolution, all assets shall be distributed to an organization of like purpose and no assets shall inure to any individual member.

Bylaws Adopted:	April 20, 1991
Revisions:	February 9, 1994
Revisions:	July 22, 1995
Amended:	April 12, 1997
Amended:	April 17, 1999
Amended:	April 7, 2001
Amended:	April 16, 2005
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