

# NORTH CAROLINA ASSOCIATION

OF

# PUBLIC HEALTH NURSE

# ADMINISTRATORS



2017  
**BYLAWS**

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## PAST REVISIONS

1993	1994	1995	1996	1998	2000	2002	2004	2007	2011
2015									

## REVISIONS

Reviewed by: _____ Bylaws/Handbook Chair     Date	Signed by: _____ President    Date
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## **BYLAWS**

### **North Carolina Association Of Public Health Nurse Administrators**

#### **ARTICLE I: NAME**

The name of this organization shall be the North Carolina Association of Public Health Nurse Administrators, hereinafter referred to in the Bylaws as the Association.

#### **ARTICLE II: PURPOSE**

The purpose of the Association shall be to improve the quality, quantity, comprehensiveness and continuity of public health nursing care provided by the local health departments in concert with current health care trends and public health nursing practice.

The objectives shall be:

- A. To meet annually to provide the membership a medium for continuing education, peer exchange and networking.
- B. To establish and maintain effective communication and coordination between and among local public health agencies, North Carolina Department of Health and Human Services (DHHS), Health Directors' Association, academia and other agencies interested in promoting health.
- C. To apprise the membership of the legal, legislative and professional actions which have an impact on or pertain to public health nurses in North Carolina.
- D. To actively support the professional status of public health nurses in North Carolina.

#### **ARTICLE III: MEMBERSHIP**

The Association shall consist of one parent organization and all of the official regional groups.

##### **Section A. Active Membership**

Public health nursing personnel currently licensed as registered nurses in North Carolina in positions administratively responsible for public health programs, which include nurses and the practice of nursing, shall have membership in the Association. These positions include top or head nurse(s) in each local health department and other RNs with nursing supervision responsibilities in that agency as designated top or lead nurse(s). Nurses currently licensed in North Carolina in counties with local personnel systems shall have membership in the

Association when their position responsibilities include components of the Office of State Human Resources' Public Health Nursing Supervisor or Director job description, excluding health directors. These active members shall have full voting rights and privileges to serve.

### **Section B. Associate Membership**

All DHHS Nursing Consultants, nursing personnel from the Office of Public Health Nursing and Professional Development, licensed registered nurses who are employed in North Carolina baccalaureate or master level nursing education programs with teaching responsibilities in public health curricula, licensed registered nurses who are employed at local health departments and enrolled in baccalaureate or master level nursing programs, and registered nurses employed in administration in a local, state or public health agency (whose position does not require a registered nurse) shall have Associate membership in the Association. These members shall not have voting rights. These members may not serve as a chair of a committee, officer, or regional representative. Only one consultant may serve or be appointed to a standing committee or ad hoc committee. The consultant's role on committees shall be for consultation only. The Director of the Office of Public Health Nursing and Professional Development will serve as a non-voting ex-officio member of the Governing Board.

### **Section C. Honorary Members**

Past members who made significant contributions to the Association during membership years and who have had honorary membership status bestowed upon them by the Association. These members shall not have voting rights or privileges to serve.

### **Section D. Association Registration – Annual Conference**

A registration fee shall be established by the Executive Board. All active members and guests, with the exception of non-member program presenters and honorary members, shall pay the registration fee.

### **Section E. Eligibility**

Membership eligibility for NCAHPNA members shall be the responsibility of the nursing leaders at the local health departments. The guiding principle is to make eligible for membership nurses who are administratively responsible for public health programs in a leadership and/or supervisory role. There shall be no membership fee.

## **ARTICLE IV: OFFICERS**

### **Section A. Officers**

The officers of the Association shall be the President, President-elect, Secretary and Treasurer. The terms of office shall be as follows:

1. President elected yearly for one year.

2. President-elect elected yearly for one year, to move up to President the next year.
3. Secretary elected every two years.
4. Treasurer elected every two years.

### **Section B. Voting**

An electronic ballot utilizing Survey Monkey shall be emailed to the voting membership four (4) to six (6) weeks prior to annual conference. An electronic tally shall be taken from Survey Monkey one (1) to (2) weeks prior to annual conference. The new officers shall assume office at the close of the Annual Meeting. Vacancies in office shall be filled as specified in the Association Handbook.

### **Section C. Duties**

Officers of this Association shall perform the duties described in the parliamentary authority and the Handbook.

### **Section D. Transfer of Material**

All officers, except the Secretary and the Treasurer, upon expiration of their terms of office, shall surrender all property in their possession pertaining to their respective offices to the newly-elected officers.

## **ARTICLE V: MEETING**

### **Section A. Annual Meeting**

An annual business meeting shall be held at the place and date approved by the Governing Board.

### **Section B. Other Meetings**

Other meetings of the Association shall be held at the call of the President or the Executive Committee, or at the request of ten percent (10%) of the voting membership.

### **Section C. Quorum**

1. A majority of voting members in attendance at the Annual Meeting shall be present to conduct business.
2. A minimum of fifteen percent (15%) of the voting members of the Association shall constitute a quorum at a “called” meeting.

### **Section D. Order of Business**

The business shall be conducted according to the most recent revision of Robert's Rules of Order. The President shall have a copy available at all meetings.

## **ARTICLE VI: COMMITTEES AND BOARDS**

The President shall serve as an ex-officio member of all committees except the Nominating Committee. An alternate from the Executive Committee may be appointed as an ex-officio member.

### **Section A. Executive Committee**

The Executive Committee shall be composed of the following: the President, President-elect, Secretary, Treasurer, immediate past President and a designated representative from each official regional association group.

The functions of the Executive Committee shall be:

1. To carry out in an orderly manner the business of the Association at the Annual Meeting, and at interim meetings.
2. To hold interim meetings as necessary to conduct Association business.
3. To appoint special committees as the need arises.
4. To make recommendations to Governing Board.

### **Section B. Governing Board**

The Governing Board shall be composed of Executive Committee members, Standing Committee Chairpersons, and the Director of the Office of Public Health Nursing and Professional Development as a non-voting ex-officio member. The functions of the Governing Board shall be:

1. To review and approve the actions of the standing and special committees with the exception of the Nominating Committee.
2. To meet a minimum of three (3) times during the year. A majority of the Board members shall constitute a quorum.
3. To review and approve or modify the budget as prepared by the Finance Committee.
4. To provide a channel of communication for the membership.
5. To make recommendations to the Office of Public Health Nursing and Professional Development, DHHS.

## **Section C. Regional Association Groups**

Regional Association Groups are official arms of the Association and shall:

1. Be composed of public health nurse administrators who are members of the Association and are associated with the affairs of a specified regional group.
2. To meet a minimum of three (3) times during the years and as many others as deemed necessary to conduct the business of the Association.
3. Annually elect officers and regional representatives and submit their names to the Secretary of the Association at the time of the Annual Meeting.
4. Establish communication networks and make recommendations to the Office of Public Health Nursing and Professional Development, DHHS and the Governing Board of the Association through their elected representatives.
5. Carry out business of the Association.
6. Provide a medium for the exchange of ideas, new programs and anticipated changes in the programs of service.

## **Section D. Standing Committees**

The Standing Committees of the Association shall perform the functions specified in the parliamentary authority and the Handbook. Members of the Standing Committees, other than those elected or appointed by Regional Groups, shall be elected along with the officers and Chairperson via an electronic ballot utilizing Survey Monkey prior to the Annual Meeting. The nominee for Chairperson of each committee shall be designated on the printed ballot.

### **1. Program/Arrangements Committee**

The committee shall consist of nine (9) to eleven (11) members: the Chairperson, the Assistant Chairperson, the ex-officio PHNPD representative, and five (5) to seven (7) elected members. The Treasurer shall be an ex-officio member of the committee.

### **2. Nominating/Membership Committee**

The committee shall consist of eight (8) members: the elected Chairperson and four (4) elected members, the immediate NCAPHNA past president, the current By-Laws/Handbook Chair, and current Personnel Chair.

### **3. Resolutions/Awards/Historical Committee**

The committee shall consist of nine (9) members: the elected Chairperson, the



Chairperson - elect, and seven (7) NCAPHNA regional representatives as members.

4. Bylaws/Handbook Committee

The committee shall consist of two (2) officers: the elected Chairperson, the Chairperson – elect. Regional representatives will be used as *ad hoc committee when needed*.

5. Legislative Committee

The committee shall consist of ten (10) members: an elected Chairperson, immediate past Chair, Chairperson-elect, and a representative from each seven (7) NCAPHNA Regional Groups (elected by the groups and not already serving on the committee).

6. Personnel Committee

The committee shall consist of nine (9) members: an elected Chairperson, one (1) elected PHNPD representative and a designated representative from each seven (7) NCAPHNA Regional Groups (elected by the group and not already serving on the committee).

7. Finance Committee

The committee shall consist of three (3) members: the elected Chairperson, who is the Treasurer of the Association and two (2) members.

8. Committee on Practice and Education (COPE)

The committee shall consist of at least nine (9) to ten (10) members: an elected Chairperson, a co-chair (university faculty member preferably), and a designated representative from each of the seven (7) NCAPHNA Regional Groups (elected by the group and not already serving on the committee), and a PHNPD representative. The committee will seek to fill the co-chair seat annually with a community faculty member from a North Carolina University. A Board of Nursing representative shall serve as an ex-officio member.

The committee shall reach out annually to the Council on Education for Public Health at the University of North Carolina, Gillings School of Global Public Health to seek input on public health nursing education and practice. The committee shall reach out to university partners (community health faculty) annually and as needed for faculty members who are willing to serve on the committee. This committee can have up to thirteen (13) members depending on the participation of university partners.

9. Elizabeth S. Holley Public Health Nurse Scholarship Fund Committee

The committee shall consist of three (3) members: the elected Chairperson, Chairperson elect, and one (1) other elected member. The Treasurer shall serve as an ex-officio member.

10. Epidemiology Committee

The committee shall consist of eight (8) members: an elected Chairperson and a representative from the seven (7) NCAPHNA Regional Groups.

11. Community Health and Wellness Committee

The committee shall consist of eight (8) members: an elected Chairperson and a representative from the seven (7) NCAPHNA Regional Groups.

12. Women and Children's Health Committee

The committee shall consist of eight (8) members: an elected Chairperson and a representative from the seven (7) NCAPHNA Regional Groups.

### **Section E. Other Committees**

Special committees may be appointed by the President of the Association as need arises. This shall be done in collaboration with the Executive Committee when time permits.

## **ARTICLE VII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order* shall be the parliamentary authority for the Association.

Regional Bylaws must conform to the Bylaws adopted by the Association.

## **ARTICLE VIII: AMENDMENTS**

These Bylaws may be amended by a two-thirds (2/3) majority of the voting membership present.