

**UPSTATE NEW YORK ASSOCIATION FOR NURSING PROFESSIONAL  
DEVELOPMENT  
BYLAWS**

**ARTICLE I NAME:**

This affiliate shall be known as the Upstate New York Association for Nursing Professional Development (UNYANPD) in affiliation with the Association for Nursing Professional Development (ANPD)

**ARTICLE II STATEMENT OF PURPOSE:**

The purpose of this local affiliation of professional development educators shall be to provide a forum for collaboration that will include, but shall not be limited to:

- Participation in and provision of educational offerings relative to professional development practice.
- Working on projects/programs of mutual benefit to the membership.
- Identifying and developing strategies to address issues related to nursing education, health care reform and nursing practice.
- Collaboration and networking.

This affiliate is organized as a not for-profit organization.

**ARTICLE III MEMBERSHIP:**

There would be two (2) types of membership: an affiliate member shall be employed in a health care agency or setting, and is actively engaged in the development of nursing personnel. An affiliate member must also be a member of the national organization (ANPD). The second type of membership would be an associate member who is not a member of ANPD, but who is actively engaged in the development of health care staff.

**Section I: Dues**

Annual dues will be assessed of each member of the organization. The membership year will begin in January and end in December. Dues for each affiliate member will be in the amount of \$10.00 per calendar year. Dues for each associate member will be in the amount of \$15.00 per calendar year.

**ARTICLE IV MEETINGS:**

**Section I: Frequency**

Meeting will be held no less than five (5) times a year. The time and place of the meetings shall be established by the membership.

**Section II: Minutes**

Minutes of previous meetings will be electronically mailed to each member no later than two weeks prior to the next meeting. The next meeting's agenda will be sent with the minutes and the above will be the responsibility of the secretary.

### **Section III: Quorum**

A quorum for annual participation in elections and bylaws revisions, will consist of one half (1/2) the membership.

### **Section IV: Voting**

Voting by members on the items of business may be conducted either by electronic mail or by vote at any meeting of the membership. Each member is entitled to one vote on each matter submitted. A majority vote will be required for passage of items put to a vote.

## **ARTICLE V: OFFICERS AND DUTIES OF OFFICERS**

### **Section I: Officers**

The leadership of the organization will be provided by an executive committee consisting of a chairperson, a vice-chairperson, a secretary, a treasurer, a web master, and the immediate past chairperson. The chairperson and vice chairperson must be an affiliate member. All other officers may be affiliate or associate members. Fees incurred for affiliate dues by Chairperson and Vice Chairperson shall be reimbursed by the chapter.

### **Section II: Election of Officers**

Before the November meeting, the membership will be presented with a slate of potential officer candidates.

Ballots will be mailed electronically to members no later than three weeks prior to the November meeting. All ballots must be returned on or before the November meeting at which time election results will be tabulated and reported to the membership by an appointed member of the Executive Committee.

### **Section III: Terms of Office**

- A. Chairperson shall be replaced by the Vice-Chairperson after the two year term of office. The Chairperson's term begins on January 1 of even numbered years.
- B. Vice-Chairperson shall be elected in odd numbered years to a two year term of office. The Vice-Chairperson's term begins on January 1 of even numbered years.
- C. Secretary shall be elected in even numbered years to a two year term of office. The Secretary's term begins on January 1 of odd numbered years.
- D. Treasurer shall be elected in even numbered years to a two year term of office. The Treasurer's term begins on January 1 of odd numbered years.
- E. The Web Master shall be elected in even numbered years to a two year term of office. The Web Manager's term begins on January 1 of odd numbered years.

### **Section IV: Vacancies**

In case of the vacancy of the Chairperson, the Vice-Chairperson will assume the responsibilities of the Chairperson. In the event of the vacancy of any other officer position, the Executive Committee shall appoint a replacement to complete the remainder of the term.

## **Section V: Duties of Officers**

### **A. Chairperson:**

1. Shall preside at all meetings.
2. Shall serve as Chairperson of the Executive Committee.
3. Shall develop the agenda for each meeting.
4. Shall appoint committee chairpersons as necessary.
5. Shall become a member of the Executive Committee for a two year period after his/her term.
6. May call special meetings at own request or that of the Executive Committee.

### **B. Vice-Chairperson:**

1. Shall assume all duties and responsibilities of the chairperson in his/her absence.
2. Shall assist the Chairperson as assigned/requested.
3. Shall be the primary administrative resource for public relations of the chapter.
4. Shall be responsible for meeting site arrangements.

### **C. Secretary:**

1. Shall record minutes of all meetings.
2. Shall send a copy of minutes to all members.
3. Shall maintain and preserve all records.
4. Shall maintain a record of active members.

### **D. Treasurer:**

1. Shall maintain all affiliate financial records.
2. Shall collect dues.
3. Shall send out a membership form annually, which would require documentation of ANPD membership for affiliate members.
4. Shall present a financial statement at each meeting.
5. Shall review financial records with the Executive Committee once per year.

### **E. Web Master**

1. Shall maintain and monitor the website of the chapter.
2. Shall report website activities to the membership as a standing agenda item.
3. Shall facilitate access to the website for all current members.
4. Shall develop and maintain an e-mail distribution list.
5. Shall send meeting reminders to the membership as needed.

## **ARTICLE VI. COMMITTEES**

### **Section I: Committees**

Committees shall be established to facilitate the attainment of the goals of the affiliate. Committees will include but are not limited to:

1. Executive Committee
2. Professional Development Committee
3. Membership Committee

Ad hoc committees may be created for specific projects as needed

## **Section II: Duties of Committees**

### **1. Executive Committee:**

- a. Makes appointments to fill vacancies.
- b. Provides primary oversight of chapter activities.
- c. Prepares an annual report for the membership.

### **2. Professional Development Committee**

- a. Plans and coordinates an annual Teaching Day
- b. Plans and coordinates education presentations for general meetings

### **3. Membership Committee**

- a. Promotes the ANPD and local chapter
- b. Focuses on increasing membership of the UNYANPD
- c. Seeks opportunities for committee and membership to network with other affiliates or professional organizations