



**NURSE PRACTITIONER  
ALLIANCE OF ALABAMA  
BYLAWS**

# NURSE PRACTITIONERS ALLIANCE OF ALABAMA

## BYLAWS

Revised August 13, 2011 and effective October 1, 2011.

Revised September 11, 2013 and effective September 11, 2013.

Revised: September 6, 2017 and effective September 6, 2017

### PREAMBLE

Upon ratification by the membership, these Bylaws retire the existing Bylaws dated September 11, 2013. The name of this organization shall remain the Nurse Practitioner Alliance of Alabama (NPAA) by the laws of the state of Alabama.

### ARTICLE II: MISSION

The mission of the Nurse Practitioner Alliance of Alabama, as a member driven organization, is to:

- Promote excellence in Nurse Practitioner (NP) practice, education and research;
- Shape the future of healthcare through advancing health policy;
- Build a positive image of the NP role as a leader, educator, and provider of healthcare.

### ARTICLE III: MEMBERSHIP

Active membership, i.e., membership in good standing, in all categories is contingent on annual payment of dues.

Section 1. **Full members** shall be registered nurses who have successfully completed a nurse practitioner program and/or maintain certification as a nurse practitioner with a nationally approved certifying body. Full members shall have the right to vote and hold office.

Section 2. **Retired members** shall be NPs who have retired from NP practice. Retired members shall have the right to vote and hold office.

Section 3. **Student members** shall be enrolled in a program that prepares nurse practitioners. Student members shall have the right to vote, but shall not hold office.

Section 4: **Associate members**: denotes support for the organization through donations, no voting privileges but shall not hold office.

### ARTICLE IV: DUES

Section 1. Membership dues shall be paid on an annual basis through payment options as determined by the Executive Committee which shall be posted on the NPAA website.

Section 2. The Steering Committee shall set the amount of membership dues annually by majority vote. A schedule of dues will be posted on the NPAA website.

## **ARTICLE V: ANNUAL MEETING**

Section 1. There shall be a minimum of one meeting each year of the general membership. The time and place of this meeting shall be published at least ninety (90) days prior to the meeting.

Section 2. The voting body shall be all active voting members in goodstanding.

## **ARTICLE VI: ELECTIONS**

Section 1. Nominations process: Voting members in good standing may be nominated for elected positions. The call for nominations for elected positions of the organization shall be published at least two (2) months prior to elections. All nominations must be submitted by close of the call for nominations. The call for nominations shall close one (1) month prior to the elections.

Section 2. Election process: The slate of candidates shall be announced on the website for electronic ballot performed over a 14-21 day period. All voting members in good standing as of August 15th shall be eligible to vote. Voting shall be by electronic ballot; said ballot shall constitute a member's proxy. A plurality vote shall be sufficient for election. In the event of a tie vote, the decision shall be made by secret ballot of the Executive Committee.

Section 3. Terms of Office: Newly elected Officers and members of the Steering Committee shall begin their terms of office on the first day of the month following the annual meeting.

- a. The President shall serve for one (1) two (2) year term. The President will be elected in odd numbered years.
- b. The President-elect shall serve for a (2) year term. If for any reason the President is unable to fulfill their obligation, the President-elect will assume the duties of the President. The President-elect will be elected in odd numbered years.
- c. Vice-Presidents shall serve for one (1) two (2) year term each.  
The VP for Policy will be elected in even numbered years.  
The VP for Membership will be elected in odd numbered years.  
The VP for Community Affairs will be elected in even numbered years.
- d. The Secretary shall serve for one (1) two (2) year term. The Secretary will be elected in odd numbered years.
- e. The Treasurer shall serve for one (1) two (2) year term. The Treasurer will be elected in even numbered years.
- f. The Immediate Past President shall assume the office following installation of the new President and serves for the duration of the newly elected President.
- g. The Member-at-Large shall serve for one (1) two (2) year term. The Member at Large will be elected in odd numbered years.
- h. Two (2) Student Members-at-Large shall be elected to serve on the Steering Committee and serve for one (1) one (1) year term and will be elected annually.
- i. All elected officers may be re-elected for a second consecutive two (2) year term.

## ARTICLE VII: OFFICERS

Section 1. The Officers of the organization shall be the President, President- Elect, (3) Vice-Presidents, Secretary, Treasurer, Member-at-Large, and Immediate Past President. Members in good standing of the organization shall elect all Officers. Officers should have served at least one term on the Steering Committee within the last six (6) years. No Officer shall hold the same office for more than two (2) elected consecutive terms. The Officers shall constitute the Executive Committee.

### Section 2. Officers:

- a. President: Remains informed of all issues, statutes, and concerns facing NPs in Alabama. The President shall serve as spokesperson for NPs, shall call meetings, sets the calendar for the upcoming year (including quarterly Steering Committee and no less than bimonthly Executive Committee meetings) no later than last business day in December, sets agenda for Executive and Steering Committee meetings, chair meetings and shall be a co-signer of all bank accounts.
- b. President Elect: Remains informed of all issues, statutes, and concerns facing NPs in Alabama. The President Elect, in absence of the President, shall serve as spokesperson for NPs, shall call meetings, set the calendar and agenda for the group, and chair meetings. The President-elect shall be a co-signer of all bank accounts.
- c. Vice President (VP): Policy shall be familiar with and represent NPAA on all matters related to Policy matters related to policy of NPs. Chairs Bylaws Committee and Reimbursement Committee. May take on special tasks as designated by the President.
- d. Vice President Membership (VP): Supportive of membership efforts. Chairs the membership committee. May take on special tasks as designated by the President.
- e. Vice President (VP): Community Affairs- Shall coordinate any events including annual meeting. May take on special tasks as designated by the President.
- f. Secretary: In association with Administrative Director secretary keeps minutes and records, including attendance, committee and officer reports, roll of members, and conducts official correspondence. The secretary shall serve as the coordinator of calendars (coordinating with the President), publish notice of meetings.
- g. Treasurer: Treasurer maintains records of accounts, deposits and disbursements, is the co-signer with the President and President-Elect of all NPAA monies. Is responsible for preparing an annual budget to be approved by the Executive Committee. The Treasurer shall serve as the chairperson of the Finance Committee.
- h. Immediate Past-President: Assumes the office following installation of the newly elected President. Assists as representative on committees as President assigns. Will serve as Ex-officio on all committees.
- i. Member-at-large: Elected from the state membership. Attends all meetings of the Steering Committee and are members of the Executive Committee.

### Section 3. Removal of Elected Officers

- a. A vote for removal of an elected officer shall be held when called for by a two-thirds

- (2/3) vote of the Executive Committee.
- b. An elected officer may be removed by a two-thirds (2/3) vote of the Steering Committee.

## **ARTICLE VIII: STEERING COMMITTEE**

Section 1. The elected officers and no more than two (2) Regional Representatives from each region of this organization, and appointed additional at-large members shall constitute the Steering Committee and shall be the governing body of the organization. All members of the Steering Committee shall serve for a term of two (2) years, or as specified in these bylaws. By 2/3s vote in favor of adding additional members, the Steering Committee may add additional “at-large members” to ensure equal distribution and representation across the state at any time prior to an annual election. Additional at large members shall never exceed 12 members who are not affiliated with a Regional Group.

Section 2. Regional Representatives. Each Regional group listed below shall be an official recognized NP group; each group shall elect (2) representative by the members of their respective organization; and shall become an active member of the Steering Committee immediately following the installation of Officers on the 1st day of the month following the annual meeting. The Regions are:

- f. Bay Area Nurse Practitioner Association (Mobile area)
- g. Central Alabama Nurse Practitioner Association (Birmingham area)
- h. North Alabama Nurse Practitioner Association (Huntsville area)
- i. River Region Advanced Practitioners (Montgomery area)
- j. West Alabama Nurse Practitioner Association (Tuscaloosa/Livingston area)
- k. Wiregrass Nurse Practitioner Association (Dothan area)

Section 3. As the governing body of the organization, members of the Steering Committee shall serve in good faith, shall uphold the highest professional, ethical, and legal standards, and shall fulfill the functions of their positions.

Section 4. There shall be at least four (4) regular meetings (quarterly) of the Steering Committee each year, two of which may be held via electronic communications. One meeting shall be at the time of the annual meeting. The time and place of the meetings shall be set by the President. Special meetings of the Steering Committee may be called by the President, or shall be called upon written request of at least five (5) members of the Steering Committee. Ten (5) days’ notice shall be given and the purpose of the meeting shall be stated in the call for the meeting.

Section 5. In the event a member of the Steering Committee is unable to participate in an official meeting of the Steering Committee, the member shall have the right to have a proxy attend and/or vote in their behalf.

Section 6. In the interval between regular meetings of the Steering Committee, the President may refer to the Executive Committee for issues that arise relating to the affairs of the

organization, which, in the opinion of the President, require immediate action. The result of such referendum, shall require a majority vote of the Executive Committee, shall control the action of the organization, and its officers, members and committees.

Section 7. In the event a vacancy occurs in any position of the Steering Committee due to change in status or otherwise, such position shall be filled in the following manner:

- President: The President-elect shall accede to the position. A special election may be called to fill the vacancy of President-elect at the discretion of the Steering Committee.
- The Steering Committee shall appoint replacements for all other vacancies by a majority vote. The replacement shall complete the term of the Steering Committee member being replaced.

#### **ARTICLE IX: REGIONAL REPRESENTATIVES**

Voting members shall be from each officially designated Regional NP group which shall elect two (2) Region Representatives who shall act as the contact for communications and other grass roots activities with members of that region and shall serve on the Steering Committee. If an elected Regional Representative cannot fulfill the term of office, a replacement will be appointed by the President of NPAA in collaboration with the Regional President.

#### **ARTICLE X: COMMITTEES**

Section 1. The committees of the organization shall be standing or ad hoc. Each committee shall have a chair appointed by the President and subject to approval of the Steering Committee unless the position is specified in the Bylaws.

Section 2. All committees are advisory to the Steering Committee. Committees shall assume such duties as specified in these Bylaws and as outlined in the committee policies and procedures. Each committee shall review its functions annually and submit an annual report to the Steering Committee.

Section 3. Nominations Committee is a standing committee and shall prepare a slate with nominee(s) for each office. The slate will be submitted each year based on the rotation of the officers to the Steering Committee. The Nominations Committee shall consist of five (5) full members in good standing, who are not members of the Executive Committee. The committee shall decide the Chair. The term of office for committee members shall be two years. In the event a vacancy occurs in any position of the committee, including the Chair, the vacancy shall be filled for the remainder of the term by a majority vote of the remaining members of the committee. The Chair and members of the committee shall not be eligible for nomination for any elected position while serving on the committee.

Section 4. Bylaws Committee is a standing committee and shall prepare proposed amendments to the Bylaws. The committee shall be composed of the Vice-President of Policy

and membership (chair), and 3 (three) volunteer members of the Steering Committee. The committee will be appointed at the first meeting following the installation of newly elected members of the Steering Committee.

Section 5. Finance Committee is a standing committee and shall oversee the finances of NPAA. The committee shall be composed of the Treasurer (chair), and 3 (three) volunteer members of the Steering Committee. The committee will be appointed at the first meeting following the installation of newly elected members of the Steering Committee.

Section 6: Annual Conference Committee is a standing committee and shall plan, prepare and implement the annual conference. The committee shall be composed of the Vice-President of Community Affairs (chair), treasurer, and 3 (three) volunteer members of the Steering Committee. The committee will be appointed at the first meeting following the installation of the newly elected members of the Steering Committee.

Section 7: Legislative Committee is a standing committee and shall provide a proactive presence in legislative and regulatory activities. The committee shall be composed of the Vice-President for Policy (chair), and 3 (three) volunteer members of NPAA.

Section 8: Membership Committee is a standing committee and shall provide leadership and guidance in pursuits to increasing and maintaining NPAA membership. The committee shall be composed of the Vice-President for Membership (chair) and 3 (three) volunteer member of the Steering Committee. The committee will be appointed at the first meeting following the installation of the newly elected members of the Steering Committee.

## **ARTICLE XI: AMENDMENTS**

Section 1. Proposed amendments to these Bylaws shall be sent to all members at least six weeks prior to the general membership meeting or prior to an electronic ballot. An amendment for which the membership has received such prior notice shall be passed if two-thirds (2/3) of the members at the general meeting or 2/3 of the members voting by electronic ballot in favor of the amendment and the amendment is approved by a 2/3 vote of the Steering Committee.

Section 2. If a vote is to be taken at a membership meeting, members who are unable to attend the meeting should express their concerns regarding a proposed amendment in writing to their respective Regional Representatives. Voting may be conducted at the annual meeting or Amendments may be proposed and posted electronically on the website, then vote taken by members electronically.

Section 3. Amendments to Bylaws are limited to once a year. A mandatory review of the Bylaws shall be conducted by the Steering Committee every three (3) years.

## **ARTICLE XII: QUORUM**

Section 1. A simple majority of the Executive Committee shall be necessary to constitute a

quorum at any regular or any special meeting of the Steering Committee.

Section 2. A simple majority of the number of members attending a regular meeting shall be necessary to constitute a quorum at any meeting of the general membership.

**ARTICLE XIII: PARLIAMENTARY PROCEDURE**

The Vice-President of Policy shall serve as the Parliamentarian. Parliamentary procedure for the organization shall be that of “Robert’s Rules of Order,” most recent edition.

Originally approved: December 11, 2006.

Revised and approved: August 13, 2011.

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Revised and approved: September 6, 2017