OHIO CHAPTER NATIONAL ASSOCIATION
OF PEDIATRIC NURSE PRACTITIONERS

CONSTITUTION AND BYLAWS

and

OPERATIONS MANUAL

Revised 2012
THE OHIO CHAPTER OF NATIONAL ASSOCIATION OF
PEDIATRIC NURSE PRACTITIONERS BYLAWS

ARTICLE I – NAME
The name of this association shall be the Ohio Chapter of the National Association of Pediatric Nurse Practitioners (NAPNAP).

ARTICLE II – PURPOSES
The purpose of this Association shall be as follows:

- To provide a network of advanced practice nurses who care for children for the purpose of promoting the highest professional standards of pediatric Advanced Practice Registered Nurse (APRN) practice and optimal care of pediatric patient throughout their lifespan.
- To develop and/or sponsor educational programs for the ongoing education of pediatric focused advanced practice nurses at the state level.
- To support and facilitate state and local programs improving the quality of health care for infants, children, adolescents and young adults through role advancement, professional development and advocacy.
- To coordinate with other professional associations, health care facilities, universities, industries, research organizations and governmental agencies in concert with the purposes of the Chapter.

ARTICLE III – GENERAL OBJECTIVES
Consistent with the bylaws of NAPNAP, the general objectives of the Association are:

- To develop and promote standards of PNP practice that ensures cost effective, accessible, quality health care.
• To support standardization and accreditation of programs that prepare the Pediatric Nurse Practitioner.
• To advocate the quality child health care and support measures that ensure quality child health.
• To make available a forum for continuing education for its members.
• To participate in the development and implementation of certification and certification maintenance programs for PNPs as a charter member organization of the Pediatric Nursing Certification Board (PNCB).
• To monitor legislation affecting PNP roles, educations and practice, and pertinent health care issues and respond proactively.
• To facilitate effective collaboration between PNPs and other health care professionals.
• To promote publication of scientific journals, newsletters and other communications pertinent to the objectives of NAPNAP.
• To maintain pertinent data for reference and assistance in matters pertaining to the profession or its practice.
• To promote research regarding PNPs and health care of infants, children, adolescents and young adults.
• To facilitate an exchange of information between employment-seeking PNPs and prospective employers.
• To education employers of PNPs and others regarding the value of responsibilities assumed by the PNP.
• To engage in public relations efforts with PNP professionals, health care consumers, and other children’s health promotion organizations.

ARTICLE IV – MEMBERSHIP

Chapter membership is contingent upon National membership.

Active members, who shall be entitled to vote, hold office, and serve on committees, shall be registered nurses who have paid dues in full to the National Association (NAPNAP) and who qualify for any one of the following categories:

• Pediatric Nurse Practitioners, School Nurse Practitioners, Family Nurse Practitioners, Neonatal Nurse Practitioners who are eligible for certification or who have been certified by the Pediatric Nurse Certification Board (PNCB), the American Nurses Credentialing Center (ANCC), the National Certification Corporation (NCC), American Academy of Nurse Practitioners (AANP), or other agencies recognized by the National Commission for Certifying Agencies.
• Clinical Nurse Specialists (Registered Nurses who have completed a Master’s Degree in Nursing program with pediatric component) who are eligible for certification or who have been certified by an agency recognized by the National Commission for Certifying Agencies.
• Registered Nurse faculty members who prepare professionals as delineated in #1 and #2.
• Registered Nurses who have completed a course which follows the American Nurses Association-American Academy of Pediatrics 1971 Guidelines on Short-Term Continuing Education Programs preparing the PNP.
• Registered Nurses who are practicing as PNPs and who are educated prior to the 1971 guidelines
• Registered Nurses who otherwise qualify for active membership, but who reside outside the United States and its territories and who submit proof of licensure or registration in the nurse’s native country and/or state.

Section B. **Associate Members**, who shall be allowed to vote or hold office, but may serve on committees, shall be any person including student PNPs interested in fostering the objectives of the organization.

Section C. **Retired Members**, who shall be allowed to vote or hold office, may serve on committees, shall be any person who is no longer actively practicing and is interested in fostering the objectives of the organization.

Section D. **Student Members**, who shall be allowed to vote or hold office, but may serve on committees, shall be an individual pursuing the education of a nurse practitioner/clinical nurse specialist program.

Section E. **Honorary Members** shall be persons not eligible for active membership, but who rendered distinguished or valuable service to NAPNAP and/or its official publications and who are elected to honorary membership by a unanimous vote of the Executive Board. Honorary membership shall entitle the person of privileges of the floor without the right to make motions or to vote.

Section F. **Applicant** for membership shall be made online or by paper and shall be accompanied by the annual National membership dues. An applicant shall become a chapter member upon the verification of application by the Chapter Membership Chairperson and receipt of the chapter dues.

Section G. **Termination** of membership shall be automatically stem from resignation of the member, revocation or suspension of the member’s nursing license, non-payment of dues or majority vote of the Chapter Executive Board. The Chapter Executive Board may not terminate a member for such reasons without first providing the member with notice of the charge and a full hearing before the Chapter Executive Board.

Section H. **Dues** are required of each member and shall be payable with National dues each year on an anniversary date. Any member terminated for non-payment of dues may be reinstated online or by making written application and current payments of dues.
ARTICLE V – OFFICERS

Section A. Number, Election, Terms and Qualifications

The officers of the Association shall be a President, President-Elect, Secretary, Treasurer, and such other officers as this Executive Board and/or members may authorize. Officers shall be elected by and from the active membership near the end of the fiscal year; all officers must be a member of the National Association. The elected officers shall hold office for a term of two (2) fiscal years (July 1-June 30). The President-Elect, after one term (two fiscal years), shall automatically assume the office of President for a term of two (2) fiscal years. After the term as President, that person shall remain on the Executive Board as Immediate Past President for a term of two (2) fiscal years. No officer shall hold the same office for more than two (2) consecutive terms [four (4) years]. In special circumstances and with annual general membership approval, an officer or member of the Board may remain on the board for more than six consecutive years. The Board member may remain in said position for a period not to exceed one year. Persons elected to offices shall have been members of the State and National association for at least two (2) years and been active in committee work.

Section B. President

The President shall be principal executive officer of the Association and shall, in general, supervise and control all of the administrative matters, business, and affairs of the Association, and shall implement policies made by the Executive Board. The President shall preside at all meetings; execute all conveyances, notes, contracts, or other instruments authorized by the members; appoint all committees and the chairperson as provided in these bylaws; serve as an ex-officio member of all standing committees; and perform and discharge all duties incident to the office of President, and such other duties as may be assigned by the Executive Board.

Section C. President Elect

The President-Elect shall become familiar with the duties of the President and shall automatically succeed to the presidency at the conclusion of the President’s term of office. The President-Elect shall perform the duties of the office in the absence of the President or in the case of inability to act. When so acting, the President-Elect shall have all the powers of, and be subject to all restrictions placed upon the President and shall perform such other duties as the members of the Executive Board may specifically prescribe.

Section D. Secretary

The Secretary shall keep and maintain the minutes of the meetings and give all notices that are required to be given by these bylaws; be custodian of the bylaws, membership roster, and records of the Association; attest all documents, the execution of which has been duly authorized by the members according to these bylaws; send copies of Chapter meeting minutes and newsletters to the Membership/Chapters’ Coordinator of NAPNAP; and in general, perform
all duties incident to the office of the Secretary and other such duties as the members of the Executive Board may prescribe.

Section E: Treasurer/Financial Chairman

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the chapter; receive and give receipts for all monies due and payable to the chapter from any source whatsoever, deposit all monies in the name of the chapter in banks or other depositories as shall be decided by the Executive Board; account for and record all financial transactions by the Chapter; prepare and render an annual report to the Chapter and to the National Association at the last regular meeting of each fiscal year and whenever requested by the National Association or Chapter membership; authorize an annual audit/review of financial records of the Chapter in such manner as directed by the Executive Board and perform such other duties as may be assigned by the members of the Executive Board.

Section F. Compensation

No part of the net earnings of the Chapter shall ever be used for the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the Chapter shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

ARTICLE VI – MEETINGS

Section A. Regular Meetings of the Ohio Chapter of NAPNAP shall be held a year in the and . The Annual Meeting will be part of the Spring Conference.

Section B. Special Meetings may be called at any time by the President. Notice of special meetings shall set forth the matters to be discussed.

Section C. Notice of Meetings in written form shall be mailed or emailed to each member at least 10 days and no more than 60 days prior to each meeting.

Section D. Order of Business. The meetings shall include a business meeting with a brief report to the membership of committee and Executive Board activities.

Section E. A Quorum shall be constituted from those members present and entitled to vote at such meeting. The Executive Board may determine that any matter which could be voted upon at a membership meeting may be voted upon by mail or by authorized communications equipment, as defined under Ohio law, including without limitation by electronic mail, provided that, in order for the matter to be approved, it must receive the affirmative vote of the number of voting members which would be required for approval at a meeting at which all voting members are present.

Section F. Voting shall be accomplished by one vote per active member of the Association. The approval of any matter of business shall require the affirmative vote of the majority of active members present and voting.
Section G. Parliamentary Procedure shall govern all regular and special meetings and the usual parliamentary rules of order as contained in Robert’s Rules of Order Revised (current edition) shall be maintained.

**ARTICLE VII – ELECTIONS**

Section A. The elections of officers shall be conducted by mail ballot or by authorized communication equipment, as defined under Ohio law, including without limitation electronic mail ballot. The Nominating Committee shall prepare a list of nominees for the officers to be elected each term. The list of nominees shall be distributed to the Executive Board in accord with procedures established by the Board prior to the annual business meeting of the membership. Ballots and resumes shall be mailed to the membership no later than March 1 of the election year.

Section B. Ballots must be received by the Nominating Committee no later than April 1 of the election year.

Section C. All ballots cast in any election shall be counted by a Tellers Committee appointed by the chairperson of the Nominating Committee. After counting the ballots, the tellers shall certify the count and results of the election shall be announced by the Nominating Committee chairperson.

Section D. The nominee receiving the highest number of votes for a particular office shall be declared elected. In the case of a tie vote the issue shall be decided by secret ballot of the Executive Board.

Section E. All the ballots shall be kept by the Association for at least thirty (30) days following an election.

Section F. Newly elected officers shall assume office July 1.

**ARTICLE VIII – EXECUTIVE BOARD**

Section A. The Executive Board shall consist of the elected officers (President, President-Elect, Secretary and Treasurer), the immediate Past-President, and Committee Chair designed by the bylaws.

Section A-1. PNP Student Member(s) to the Board will be selected by the Executive Board at the July meeting for a term of two (2) years. The Appointee(s) will be announced at the Fall Business meeting. They will be non-voting members of the Board.

Section B. Duties. The Corporate powers, affairs, policies and property of the Association shall be exercised, conducted and controlled by the Executive Board. The primary functions of the Executive Board shall be to formulate polity of the Association.

Section C. Regular and Special Meetings of the Executive Board shall be held 4-6 times annually. Two (2) of these meetings shall occur preceding the meeting of the general membership. The times of the other meetings will be determined by the executive Board.
Special meetings of the Executive Board may be called by the President and shall be called by the President upon the written request of at least five (5) members of the Executive Board. Notice of the meeting shall be given personally by the President or by mail, telephone facsimile, or electronic mail. Notice of the meeting shall include the time, place and agenda of such meeting. No other business shall be taken up during the special meeting.

Section D. Referendum. In the interval between regular meetings of the Executive Board, the President may refer questions to the Executive Board that relate to the affairs of the Association which, in the opinion of the President, require immediate action on the part of the Executive Board. The result of such a referendum, which requires a majority vote of the Executive Board, shall control the actions of the Association, and it’s Executive Board, Officers, sections and Committees.

Section E. Quorum. A simple majority of the members of the Executive Board shall be necessary to constitute a quorum at any regular or any special meeting of the Board.

Section F. Vacancies. In the event a vacancy occurs in any office or on the Executive Board due to a change in status or otherwise, such office shall be filled in the following manner:

1. President: President Elect shall assume the Office for the completion of the Term. She/he shall then continue to serve as President for the two-year term which she/he would otherwise have served had the vacancy not occurred. The Executive Board shall appoint a Vice President, within three (3) months of the vacancy to serve as President-Elect until the next regular election for President-Elect.

2. Other. The Executive Board shall appoint replacements for all other vacancies.

Section G. Removal of a Board Member. Any officer of Board member who is absent from Board meetings without valid excuse or does not participate in activities as designated by the Executive Board by a majority vote of the Executive Board.

Section H. Limit of Terms. No member may be a member of the Executive Board for more than six (6) consecutive years. In special circumstances and with annual general membership approval, an officer or member of the Board shall remain on the board for more than six (6) consecutive years.

ARTICLE IX: COMMITTEES

Section A. Executive Committee

The Executive Committee shall consist of elected officers (President, President-Elect, Secretary, Treasurer), and Immediate Past President of the Association. The committee shall meet between meetings of the Executive Board as determined by the President or as directed by the bylaws herein.

Section B. Appointment, Number and Term
The committees of the Association shall be standing or special. Each committee shall consist of a chairperson, who shall be appointed by the Chapter President and approved by the Executive Board, to serve for a term of two (2) years or until the existence of the committee is terminated.

Committee chairs may not hold a position on the Executive Board for more than six (6) consecutive years. These committees shall be under the direction of the Executive Board and shall have such duties as may be assigned to them by these bylaws or by the Executive Board. Each standing committee shall submit an annual report and any other interim report requested by the President.

Section C. Standing and Special Committees.

Unless specified otherwise in these bylaws, all standing and special committees shall be authorized by the Executive Board. The composition, terms, powers, and duties of all committees shall be determined by the Executive Board. The President shall be an ex-officio member of all committees except the Nominations Committee. The length of service on a committee shall not exceed six (6) years unless said position is unable to be filled in a timely manner. The Board member may remain in said position for a period not to exceed one year. Suspension, consolidation, or discontinuation of all standing and special committees shall be determined by the Executive Board.

ARTICLE X – GENERAL PROVISIONS

Section A. Fiscal Year.

The fiscal year of the Chapter shall be a twelve (12) month period from July 1 to June 30.

Section B. Contracts.

The Executive Board may authorize any officer, officers, or agent of the Association to enter into a contract or execute and deliver any instrument in the name of and on behalf of the Association. Such authority may be general or confined to special

Section C. Deposits.

All funds of the Association shall be deposited to the credit of the Association in such banks and other depositories as the Executive Board may select.

ARTICLE XI – CHAPTER DISSOLUTION

Any Chapter may be dissolved at the discretion of the National Association’s Executive Board or by majority vote of the active members of the Chapter; any funds which remain in the Chapter budget shall revert to the National Association’s general fund.

ARTICLE XII – LIABILITY FOR DEBTS
Section A. NAPNAP, Incorporated shall not be held liable for any debts of this Chapter unless such debt is authorized by the Executive Board of NAPNAP. As an unincorporated Association, the Chapter may secure liability insurance to defray costs against possible personal damage claims.

Section B. Any financial commitments desired by this Chapter which are beyond its treasury, legal authority, or full responsibility shall be first reviewed and approved by the NAPNAP Executive Committee. All financial contracts within the financial scope and legal authority of this Chapter shall contain the following disclaimer statement:“_____________________
understands and agrees it is contracting with the Ohio Chapter of the National Association of Pediatric Nurse Practitioners, an unincorporated association, ________________________
waives any and all claims against said NAPNAP, Inc.”

ARTICLE XIII – AMENDMENTS

These bylaws may be altered, amended, or changed by an affirmative vote of two-thirds (2/3) majority vote of the active members present voting at any regular meeting of the Chapter or any meeting called for that purpose, provided a full statement of any of the proposed amendments shall have been published in the notice call of the meeting. Any amendment to these bylaws will be effective only after it has been submitted to the National Office of NAPNAP and approved in writing by the NAPNAP Executive Committee.

ARTICLE XIV – ADOPTION

These bylaws shall be adopted at any regular or special meeting and shall become effective when approved in writing by the National Office.

Adopted at a meeting of the Ohio Chapter of the National Association of Pediatric Nurse Practitioners on the 16th day of October, 2009.

Chapter President____________________________________________________________

Chapter President Elect________________________________________________________

Chapter Secretary_____________________________________________________________

Chapter Treasurer_____________________________________________________________

Approved by the Executive Board_____________________________________________
THE OHIO CHAPTER OF NAPNAP BYLAWS

ELECTED OFFICERS
A: Elected Officers with Term of Office of Two (2) Years:

- President
- President-Elect
- Secretary
- Treasurer

B: Prerequisites and Conditions

- Officers must be current (active) members of both National NAPNAP and the Ohio Chapter of NAPNAP
- Officers must have been a member of the Ohio Chapter for at least two (2) years before holding office.
- Officers, preferably, have been active on a committee in the Ohio Chapter.
- Officers must be able to devote the necessary time needed to carry out the function of their respective office.
- No officer shall hold the same office for more than two (2) consecutive terms.

THE OHIO CHAPTER OF NAPNAP EXECUTIVE BOARD

A. Members:

- Immediate Past President
- President
- President Elect
- Secretary
- Treasurer
- Chairperson of Standing Committees

B. Officers

- The Presiding Officer will be the President
- The President-Elect will preside in the absence of the President
- Minutes of the Executive Board shall be kept by the Secretary
- The immediate Past President shall serve as a Consultant

C. Duties:

- Orients new Officers at the Summer Board Meeting.
- Consults with the Chapter President concerning the appointment or replacement of Committee Chairperson(s).
- Reviews all minutes and reports submitted and makes recommendations or acts upon them as needed.
• Sends correspondence and business reports to the Historical/Photography Committee for Archives.

RESPONSIBILITIES OF THE OHIO CHAPTER OF NAPNAP PRESIDENT

• Serves on the Executive Board. Presides over Executive Board meetings
• Prepares an agenda and handouts (as necessary) for the Board meetings
• Notifies members in advance of date, time and place of Board meetings
• Presides at all general meetings
• Assumes responsibility for guaranteeing that reports requested by National NAPNAP are prepared and submitted when required
• Appoints committee Chairperson(s) to the Standing Committees and to Special Committees as needed
• Attends or send Official Representative to Annual National NAPNAP Conference and Chapter Presidents’ Meeting
• Maintains liaison with other Chapter Presidents
• Supports and attends all continuing education programs sponsored by the Ohio Chapter
• Informs Ohio Chapter Board members of National NAPNAP directives and reports
• Acts as Ex-Officio member of Chapter committees
• Progresses to the Office of Immediate Past President, and acts as consultant to the current President and Executive Board, for a term of two (2) years
• Maintains a file which transfers to the subsequent President

RESPONSIBILITIES OF THE OHIO CHAPTER OF NAPNAP PRESIDENT-ELECT

• Serves on the Executive Board
• Assumes responsibility of Chapter President, if necessary
• Attends all Ohio Chapter Board meetings
• Represents Ohio Chapter at the National NAPNAP Conference in the second year of the term, and accompanies the Chapter President to the Chapter Presidents’ meeting at the National NAPNAP Conference
• Progresses to the position of Chapter President after two (2) years
• Maintains a file which transfers to the subsequent President-Elect

RESPONSIBILITIES OF THE OHIO CHAPTER OF NAPNAP IMMEDIATE PAST PRESIDENT

• Serve on the Executive Board as a voting member
• Attends Executive Board meetings
• Acts as a consultant to the President and the Executive Board

RESPONSIBILITIES OF THE OHIO CHAPTER OF NAPNAP TREASURER

• Serves as member of the Executive Board
• Reviews Bookkeeper’s records prior to the Board meetings
• Attends all Board meetings with a Treasurer’s Report prepared for presentation to the Board
• Serves as Chairperson to the Finance Committee
• Works with an accountant to prepare financial annual report for the Ohio Chapter of NAPNAP, which is submitted with the annual report to National NAPNAP by July 30 of each year
• Prepares the annual budget with the input from the Executive Board, considering the specific needs and debts of the organization
• Approves organizational expenses in accordance with the pre-approved annual budget
• Obtains Executive Board approval for all additional expenses in the year not approved on the annual budget
• Is responsible to see that an annual audit is performed on all accounts of the Chapter

RESPONSIBILITIES OF THE OHIO CHAPTER OF NAPNAP BOOKKEEPER

• Selected by the President with recommendations from the Executive Board
• Reports to the Treasurer as a member of the Finance Committee
• Attends Board meetings as a non-voting member
• Maintains a savings and checking account at a local bank
• Deposits all income in the bank account upon receipt
• Pays the Fidelity Bond, as due
• Submits records to the Ohio Chapter of NAPNAP Treasurer for annual report
• Pays sales tax bi-annually on objects sold by the organization
• Participates in the Annual Audit
• Proves written reports to the Treasurer prior to all Board meetings
• Receives all conference registration monies and educational grants for conferences from the Program Committee
• Maintains a file which transfers to the subsequent Bookkeeper

RESPONSIBILITIES OF THE OHIO CHAPTER NAPNAP SECRETARY

• Serves as a member of the Executive Board as a voting member
• Attends all Board meetings
• Appoints a recorder for meetings, when unable to attend
• Maintains and distributes to the Board members, an accurate accounts of the minutes of all regular and special meetings of the Ohio Chapter NAPNAP and the Executive Board
• Conducts the correspondence of the Chapter
• Responsible for sending job descriptions, constitution and bylaws and past year’s Board minutes to newly elected officers
• Keeps a copy of updated membership list
• Sends originals of all minutes and correspondence to the Archivist
• Sends copies of all minutes to the National NAPNAP Board
• Maintains a file which transfers to the subsequent Secretary
THE OHIO CHAPTER OF NAPNAP COMMITTEES

Standing Committees:

Standing Committees Chairpersons who are not already assigned as a result of their election as officers, are appointed by the Chapter President for the term of two (2) years, and no longer than six (6) years, and serve as members of the Executive Board.

The Standing Committees include:

- Awards
- Clinical Practice
- Constitutional and Bylaws
- Membership
- Newsletter and Website
- Nominations
- Policy
- Professional Education
- Program Advisor

RESPONSIBILITIES OF THE AWARDS CHAIRPERSON

- The Chairperson, appointed by the Chapter President, shall serves as a voting member of the Executive Board, attend all board meetings and submit a report if unable to attend
- Solicit nominees for Ohio PNP of the Year Award from the general membership of the Ohio NAPNAP
- In case of a tie, shall cast the deciding vote
- Determine the recipient of the Ohio PNP of the Year Award, which shall be awarded at the Fall meeting
- Following the presentation of this award, gives the recipient’s name to the editor of the newsletter, the local newspaper and their legislators for publishing
- Develops criteria and is responsible for other awards

RESPONSIBILITIES OF THE CLINICAL PRACTICE CHAIRPERSON/COMMITTEE

- The Chapter President shall appoint the Clinical Practice Chairperson every two (2) years
- This person will be a voting member of the Board and attend all Board meetings or send a committee report when unable to attend
- Recruits and/or appoints committee members
- Coordinates public relations activities
- Collaborates with membership to facilitate news coverage of practitioners’ accomplishments and events
• Maintains a catalogue of pediatric educational materials, to be made available to Ohio NAPNAP members
• Submits articles to newsletter and website relating to clinical practice and health policy
• Maintains an activity file which transfers to the subsequent Chairperson

RESPONSIBILITIES OF CONSTITUTION AND BYLAWS CHAIRPERSON

• Appointed by the Chapter President and serves on the Executive Committee as a voting member
• Attends all Board meetings or arranges for a report to be given as needed
• Appoints the members of this committee
• Reviews the National NAPNAP Constitution and Bylaws
• Reviews the Constitution and Bylaws of the Ohio Chapter of NAPNAP and makes recommendations for revision, when appropriate, and in accordance with the National NAPNAP Bylaws
• Submits revision recommendations to National NAPNAP office for approval
• Publishes amendments prior to a regular meeting of the membership
• Amendments/revisions require approval of two-thirds (2/3) of the members present
• Amendments may be proposed and accepted at the regular meeting, without previous notice, by unanimous vote of all members present
• Maintains records of amendments made to the Constitution and Bylaws
• Assists in the preparation of the Annual Report to be forwarded to National NAPNAP
• Submits information regarding changes in the Constitution and Bylaws to Chapter President by June 30 every year
• Maintains an activity file which transfers to subsequent Constitution and Bylaws Chairperson

RESPONSIBILITIES OF HEALTH POLICY CHAIRPERSON

• The Chairperson is appointed by the President and shall serve as a voting member of the Executive Board
• Responsible for attending all board meetings, giving reports and arranging for person to give report in her/his absence
• Responsible for reporting activities of the committee to the Board
• Responsible for selecting members of the committee
• Must be a member of ONA/ANA and OAAPN (dues to be paid by Ohio Chapter)
• Must be actively involved with ONA District Legislative Committee
• Sits on the Board of Ohio Association of Advance Practice Nurses, and is liaison between the groups
• Obtains information on current legislation at the state and national levels affecting children, health and advanced practice nursing
• Disseminates information regarding current legislation through the newsletter, to Ohio NAPNAP membership
- Makes Ohio NAPNAP members aware of current action to be taken relative to legislation
- Attends state legislative hearings relative to current legislation, when possible
- Participates in selection and training of new Health Policy Chairperson
- Keeps a file of health policy and legislative information received from National NAPNAP
- Maintains an activity file which transfers to the subsequent Chairperson

RESPONSIBILITIES OF MEMBERSHIP CHAIRPERSON

- The Chairperson is appointed by the President and serves as a voting member of the Executive Committee
- Responsible for attending all Board meetings or making arrangements or reports in her/his absence
- Responsible for selecting members of the committee
- Assists the Board in developing plan to promote membership
- Provides a membership announcement for each issue of the Chapter Newsletter
- Sends a copy of the membership to the computer access person
- Maintains a file of current membership applications
- Develops a Membership Directory every two (2) years
- Identifies members and associate members, as described by NAPNAP Bylaws
- Provides bi-annual reports to members during Spring and Fall meetings
- Introduces membership incentive plans and evaluates their effectiveness
- Provides updated membership lists for the Executive Board as changes occur
- Provides a membership announcement for each issue of the newsletter
- Maintains an activity file which transfers to subsequent Chairperson

RESPONSIBILITIES OF THE NEWSLETTER AND WEBSITE CHAIRPERSON

- The Chairperson appointed by the President, shall serve as a voting member of the Executive Board
- Responsible for attending all Board meetings, or providing a report to be given at the Board meeting
- Responsible for selecting committee members
- Responsible for quarterly publications of the Ohio NAPNAP Newsletter
- Notifies the Board of deadlines for information, reports and articles for the Newsletter
- Responsible for compiling, reviewing and editing information received for the Newsletter
- Responsible for keying in information into the Ohio NAPNAP Newsletter format
- Responsible for sending completed newsletter to the Web Technician for posting to the online website at www.ohio-napnap.org
- Notifies List-serve Chairperson to inform the membership that the newsletter has been posted
- Newsletter shall be posted quarterly: February, May, August and November
In an election year, the February newsletter is to be posted thirty (30) days prior to the Spring meeting and include names and resumes of nominees.

- Vouchers for newsletter expenses shall be sent to the bookkeeper for reimbursement.
- Responsible for maintenance of the website through the work of our web technician.
- Responsible for a quarterly review and update of the website, to maintain current facts information distribution to members.
- Every two (2) year in the election years, the web technician shall design a “Survey Monkey” for voting.
- Responsible for determining the budget for newsletter production and website.
- A computer file shall be maintained with newsletter and website.

**RESPONSIBILITIES OF NOMINATING CHAIRPERSON**

- The Chairperson shall be appointed by the President, with approval of the Executive Board, and will be a voting member of the Board.
- The nominating committee shall consist of the Chairperson, four (4) members and two (2) alternatives.
- The Committee must be developed no later than the Fall meeting before an election year.
- One (1) member and one (1) alternate shall be selected from the general membership.
- It is suggested that the former Nominating Committee Chairperson serve on the new committee.
- The committee will prepare a list of nominees for the offices of President-Elect, Secretary and Treasurer.
- Members of the nominating committee are not eligible to run for office.
- Nominees must currently be active members of Ohio Chapter and National NAPNAP.
- Nominees must have been members of Ohio Chapter NAPNAP for at least two (2) years (exception to this must be decided by the Board).
- No person shall be nominated for the same office for more than two (2) consecutive terms.
- Nominees must have an opportunity to review a copy of their prospective office duties before agreeing to run for the office.
- Once accepting the nomination she/he must state her/his willingness and ability to devote the time needed to fulfill the duties of the office, if elected.
- The Chairperson shall submit a list of nominees with their resumes to members of the Executive Board prior to publication in the Fall Newsletter.
- The list will be available for the January Executive Board meeting.
- A list of approved nominees and their resumes will be submitted to the Chairperson of the Newsletter, for publication in the February newsletter.
- The Chairperson and committee members shall prepare the ballots and resumes for publication on the Ohio NPANAP website, no later than March 1st of the election year.
- As ballots are received (no later than April 1st of election year), the name and address on the outer envelope, or if not listed on the active member list.
- Ballots will be considered invalid and discarded if the name and address are not on the out envelope, or if not listed on the active member list
- Ballots will be counted prior to the Spring meeting, and results, once certified, announced to the Board and the general membership at the Spring Meeting
- The candidate receiving the highest number of votes will be elected
- In the event of a tie vote, the issue shall be decided by a secret ballot of the Executive Board
- Ballots will be destroyed thirty (30) days after the Spring meeting
- Letters of thanks and congratulations will be sent to all candidates
- The newly elected officers will be told of their responsibilities, and the date, time and place of the next Board Meeting
- The Nominating Committee Chairperson shall maintain an activity file which transfers to the subsequent Chairperson

RESPONSIBILITIES OF PROFESSIONAL EDUCATION CHAIRPERSON

- The Chairperson, appointed by the Chapter President, shall serve as a voting member of the Executive Board and attend all Board meetings and submit a report if unable to attend
- Keep an updated file of all the PNP/MS/MSN and DNP programs available in the State and publish the names of these program in the newsletter
- Establish a liaison with PNP/FNP programs and send membership notice of NAPNAP sponsored CE opportunities
- Establish a liaison with the State Board of Nursing/ONA regarding PNP education
- Send notices of any NP CE offerings available for PNPs to the newsletter Chairperson
- Provide PNPs with standards of care and educational literature at the bi-annual meetings
- Develop and distribute educational literature for the Chapter members
- Maintain a file of contracts and collaborative practice agreements for the membership
- Is a member of the Awards Committee and reviews all applications for Research Awards with the Awards Committee
- Supplies all the PNP/FNP programs with national NAPNAP applications for their students
- Maintains an activity file which transfers to the subsequent Chairperson

RESPONSIBILITIES OF PROGRAM ADVISOR CHAIRPERSON

- The Program Advisor, appointed by the Chapter President, shall serve as a voting member of the Executive Board
- Reports to the President and is a member of the Program Committee
- Attends all Board meetings or sends a report when unable to attend
- Plans two (2) educational conferences in each calendar year
- Appoints a local chairperson for the conference
• The local chairperson will appoint her/his committee to plan the conference
• Provides the local chairperson with a copy of the Program Planning Manual
• Supports adherence to continuing education guidelines by the local chairperson
• Reviews, evaluates and monitors Continuing Education programs presented by Ohio NAPNAP
• Promotes publicity of local conference
• Presents information to the Board regarding conference including any changes
• Final conference agenda to be approved by the Board prior to the conference
• Updates the Program Planning Manual as needed
• Submits application and maintains Continuing Education provider status with National NAPNAP
• Processes Continuing Education credit for NAPNAP-approved programs
• Maintains a current record of continuing education activities and files according to the National NAPNAP Continuing Education guidelines
• Maintains conference files and records for National NAPNAP guidelines
APPOINTMENT OF SPECIAL COMMITTEES:

Special Committees, upon recommendation from the Chairperson of Standing Committees, are appointed by the Chapter President for a two (2) year term. The Chairperson(s) are expected to complete their terms, barring significant professional or person matters that may interfere with duties. The Chapter President may appoint and replace the Chairperson(s) of special committees at her/his discretion, following a consultation with the Executive Board. Special Committees include:

- Archives/Historian
- Bicycle Helmet Program
- Ethics
- Fund Raising
- PNP Student(s)

RESPONSIBILITIES OF ARCHIVIST/HISTORIAN

- The Archivist/Historian Chairperson shall be appointed by the President
- The Chairperson can attend Executive Board Meetings as a non-voting member
- The Chairperson shall appoint the members of the committee as needed
- The Chairperson shall store the archives when not in use or on display
- The Chairperson shall attend educational seminars and prepare a visual report of the activities of the Ohio Chapter, to present to the general membership
- The selected activities to be displayed at the education meetings (conferences) including: (1) Manual of Ohio Chapter Newsletters, for review; (2) minutes of the Executive Board meetings; (3) Ohio Chapter and National NAPNAP Constitution and Bylaws and (4) Operations Manual with the listing of Standing Committees duties
- The Chairperson shall prepare a general list of information stored, and add volumes to the archives need (most current to least current)
- Obtain correspondence and business reports from the Executive Board
- Retain copies of Ohio Chapter Executive Board meetings and general meetings
- Store photographs and publicity from members regarding PNPs
- Retain one copy of the Constitution and Bylaws, Operations Manual, Special Operations Instruction and Continuing Education Program Manual
- Maintain photographic files including past meetings, Board activities and conference brochures
- Archives shall be available to any member upon request
- Maintain a cooperative effort with the Clinical Practice Committee for the purpose of promoting public awareness of the PNP, and recording their efforts
- Maintain an activity file which transfers to the subsequent Chairperson

RESPONSIBILITIES OF THE BICYCLE HELMET PROGRAM CHAIRPERSON
• The Bicycle Helmet Program Chairperson shall be appointed by the President, and shall be a non-voting member of the Executive Board
• Coordinate the annual Bicycle Helmet Program
• Identifies an Ohio NAPNAP member who carries out the Bicycle Helmet Program
• Provides the Ohio NAPNAP members with written information and helmets to implement the Bicycle Helmet program in the member’s identified school
• Maintain an activity file which transfers to the subsequent Chairperson

RESPONSIBILITIES OF ETHICS CHAIRPERSON
• The Ethics Advisor shall be appointed by the President, and shall be a non-voting member of the Executive Board
• Shall attend all Board meetings or send a report when unable to attend
• Shall provide education to members of Ohio Chapter of NAPNAP regarding ethical issues pertinent to infants, children, adolescents and young adults

RESPONSIBILITIES OF THE FUND RAISING CHAIRPERSON
• The Fund Raising Chairperson shall be appointed by the President and shall be a non-voting member of the Executive Board
• Identifies fund raising opportunities for the members

DUTIES OF THE PNP STUDENT BOARD MEMBER(S)
• Represent PNP students and educational concerns of PNP students
• Catalyst to encourage new members to the State and National NAPNAP organizations
• Encourage participation of other PNP students at other State and National conferences
• Maintains files and records to be forwarded at the end of the term to the new representative