

The Southeastern Pennsylvania College Health Nurses' Association (SPCHNA)

BYLAWS

ARTICLE I:

The name of this organization is Southeastern Pennsylvania College Health Nurses Association (SPCHNA).

This non-profit association strives to provide communication, support and continuing education for its members.

ARTICLE II PURPOSE:

Section 1: To provide unity and support among college health nurses throughout southeastern Pennsylvania.

Section 2: To develop a communication network which enables the exchange of ideas and materials.

Section 3: To encourage professional growth, development, and leadership of nursing professionals in college health.

Section 4: To promote health services as an integral part of higher education.

Section 5: To provide continuing education units (CEUs) required for licensure renewal/certification for nursing professionals in college health.

ARTICLE III MEMBERSHIP:

Section 1: Membership shall include registered professional nurses who are employed or interested in college health.

Associate membership shall include professional/medical staff employed in college health.

Only registered nurse members will have voting privileges.

Section 2: Membership area includes (but is not limited to) the following ten counties of Southeastern Pennsylvania:

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|------------|--------------|----------------|------------------|
| 1. Berks | 4. Delaware | 7. Lehigh | 10. Philadelphia |
| 2. Bucks | 5. Lancaster | 8. Montgomery | |
| 3. Chester | 6. Lebanon | 9. Northampton | |

Section 3:

Active Lifetime Membership: Before 5/6/11, Active Life Membership status had been granted to certain SPCHNA members that had paid dues for 20 years and remained active in college health. Active life members no longer had to pay dues but remained eligible to vote and hold office. Any of these active life members, who were granted life membership before 5/6/11 and want to keep their lifetime member status, must register and update their membership annually to take advantage of this free membership and right to vote. Note: as of 5/7/11, the practice of granting active lifetime membership ceased.

Inactive/Retired Lifetime Membership: As of 5/6/11, active members that retire from college health nursing will be considered inactive life members. These inactive life members are granted free membership and free conference attendance but will not be allowed to vote or hold office. These established inactive life members must register and update their membership annually in order to keep their lifetime membership. Life membership and privileges will be voided if not registered within one year of the annual deadline (December 31st).

Section 4: Annual membership dues shall be payable by a deadline of December 31 each year.

A **grace period** of the following January will be given for **payment of dues** with a **final deadline of February 1**.

Those members **not registering prior to December 31** each year will be subject to pay the higher non-member rates for the conferences.

Nurses newly hired in college health after the December 31 registration deadline may pay the annual individual membership dues for the current calendar year and qualify for the lower conference rates.

The membership will follow a calendar year of January 1 – December 31.

Section 5: Failure to pay dues for one year will result in removal from the membership list of the Association.

Members will pay a reduced registration fee for all Association conferences.

Anyone who has not paid the membership dues for the current calendar year by the December 31 deadline will be charged the non-member rates conferences.

ARTICLE IV OFFICES OF THE ASSOCIATION:

Section 1: The officers shall be the following:

- A. President
- B. Vice-president
- C. Secretary
- D. Treasurer
- E. Past President of SPCHNA or member at large

Section 2: Duties of the officers shall include:

- A. The President shall prepare agendas for and preside at all meetings of the Association and is an ex-officio member of all committees unless otherwise specified. The President, with the assistance of the other officers, shall publish a newsletter at regular intervals
- B. The Vice- President shall assume the duties of the President when the President is absent. He/she shall also meet, in the absence of the President, with the standing committees.
The Vice-President is chair of the nomination committee and is responsible to prepare a ballot for the election of officers.
- C. The Secretary shall publish notices, agendas, and minutes of the Association meetings on the Listserv and perform other duties to the office assigned by the President.
- D. The Treasurer shall keep the official roll in collaboration with the membership chair.
The Treasurer shall oversee the collecting, accounting, and disbursing of all monies of the Association.
The Treasurer is responsible for maintaining accurate and current financial records of revenue received and funds expended.
The Treasurer and one other officer of the Association with the President's approval may sign the checks or drafts of the Association.

The Treasurer will provide a balance sheet of income and expenses at spring and fall meetings and one (1) week prior to the meetings on the Listserv. The Treasurer shall deliver an annual finance report to the Association at the end of each fiscal year.

The Treasurer should provide a statement of the budget for the current fiscal year and proposed budget for the next fiscal year on the Listserv one (1) week prior to the fall meeting. A review of these budgets and the annual finance report will be discussed at the fall meeting. The membership will vote on the proposed budget for the next fiscal year at the spring meeting. A majority vote of members present at the spring meeting and the absentee ballots submitted will decide the proposed budget.

The Treasurer may perform other duties appropriate to the office as assigned by the President.

The Treasurer shall file the e card with the IRS annually.

- E. All officers shall turn over all records at the end of their term to the newly elected officers.
- F. Any monetary expenditure of \$1000.00 or less can be approved by a majority vote of the Executive Board with approval by the President. All monetary expenditures over \$1000.00 must be decided by a majority vote of the membership.

Section 3: Election of officers:

- A. Election of new officers will be held every two years at the spring meeting of the odd-numbered years. A nomination committee will prepare a slate of at least one nominee for each office to be presented to the members at this spring meeting, at which time additional nominations will be accepted from the floor.
- B. Each officer shall hold office for a period of two (2) years. The officers of the Association shall assume their new duties following the executive board meeting usually held shortly after the spring meeting at which they are elected or by July 1 of their elected year. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the

same office except in the absence of a full slate, the board may elect to have an officer extend an additional term.

- C. Vacancies in office, which occurs between regular elections, shall be filled as follows:
1. If the office of president becomes vacant, the vice president shall assume the office of president for the remainder of the term and shall continue as interim president during the succeeding year.
 2. In the event of a vacancy in the office of vice president, secretary, or treasurer, the remaining officers shall jointly select and agree to appoint a person to fill the vacancy. If the remaining officers cannot agree on such person, a special general election will be held at the next Association meeting to fill the vacancy.
The association officers/membership shall ratify this appointment at its next regular scheduled meeting until the next regular elections are to take place.

ARTICLE V COMMITTEES:

Section 1: Committees shall be formed as deemed necessary by the officers with the approval of the membership.

Section 2: The chairperson of the committee shall be appointed by the President and he/she may choose a co-chairperson.

ARTICLE VI STANDING RULES:

Section 1: Meetings/Conferences

- A. Meetings shall be held twice a year, one in the fall semester, and the other in the spring semester, at a location determined by the Association membership. Members shall be notified of the Meeting at least one (1) month prior to the meeting. Additional meetings may be called, as the membership requires.
- B. Any member may recommend a guest speaker or topic for a conference.
- C. Any member may bring guests to a conference at any time.

- D. The Executive Committee shall determine registration fees for all conferences of the Association.

Section 2: Business Meetings:

- A. A business meeting shall be held as a part of the general meeting twice a year.
It may or may not be included in a special meeting.
- B. The President or Vice-President shall preside. Roberts' Rules of Order or other procedures as unanimously agreed by the executive committee shall govern the meeting.
- C. The secretary and treasurer's reports will be presented at each meeting. These reports will be available for review by all members at the meetings and 1 week prior to the meetings on the Listserv.
- D. A majority of the eligible voting members of the Association present shall constitute a Quorum at any regular meeting.

ARTICLE VIII APPOINTMENTS AND REVISIONS OF THE BYLAWS:

The membership or officers shall initiate a review of the Bylaws as needed. The membership shall have the authority to amend the Bylaws of the Association at any meeting; a two-thirds affirmative vote of the members present and the absentee ballots submitted shall be necessary for adoption. Proposed amendments must be published to the membership at least 2 weeks prior to the vote on the Listserv. The secretary will notify the membership of the adoption of amendments on the Listserv.

DISSOLUTION OF ORGANIZATION:

Upon dissolution of this organization, all assets remaining after payment of debts or provision therefore, shall be distributed to another nursing organization exempt from Federal Income Tax, as described in Section 501 © (3) of the Internal Revenue. Recipient of remaining assets shall be determined by a majority vote of the membership.

Written: April 1979

Revised April 1987, April 1998, October 2003, May 2004, June 2006, May 2008, August 2008, September 2008, November 2010, October 2012