

## **By-laws**

### **Association for Nursing Professional Development (ANPD) – Greater Pittsburgh Chapter**

#### **Article I**

**Association for Nursing Professional Development - Greater Pittsburgh Chapter (ANPD-GPC)  
(formerly known as the National Nursing Staff Development Organization (NNSDO))**

#### **Article II**

##### **Mission**

**The Mission of the GPC of ANPD is to *“Create, Advance and Communicate Excellence and Professionalism through Education for Ourselves and Others.”***

#### **Article III**

##### **The ANPD-GPC Organization**

**Section 1: Classification - There shall be two categories of membership: Regular or Retired**

**Section 1.1: Regular Member - A Regular Member is a currently licensed registered nurse who is engaged in any aspect of nurse development. A Regular Member may vote, hold office, and serve on committees.**

**Section 1.2: Retired Member - A Retired Member is a licensed registered nurse who is retired from nurse development activities. Retired members may vote and serve on committees but not serve on the executive board.**

#### **Article IV**

##### **Elected Officers**

##### **Section 1**

**The organization shall have an Executive Board comprised of (7) seven elected officers. Elected officers shall consist of a President, President-Elect, Secretary, Treasurer, two Members-at-Large, and the Immediate Past President.**

**The Term of office for the Secretary, Treasurer, and two Members-at-Large shall be two years. The President shall hold office for one year; the President-Elect will assume the role of President at the beginning of the new year.**

- **Odd years: election for President-Elect, Treasurer, and one Member at Large.**
- **Even years: election for President-Elect, Secretary, and one Member at Large.**

**No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. Members are eligible to run for office in a position by which they have not yet served only after they have been off the Executive Board for one full year.**

**When a member of the Executive Board is unable to meet the requirements of the position, that person may resign in writing. Written resignation may be called for by two-thirds vote of the remaining Executive Board.**

**In the event of a vacancy in the office of the President, the duties of the office shall be assumed by the President-elect. A vacancy in any other elected position shall be filled by an interim appointment by the Executive Board, requiring a two-thirds vote.**

## **Section 2**

**The Executive Board shall conduct the business of the organization.**

## **Section 3**

**The President, in collaboration with the Executive Board, shall:**

- **Preside at all business and Executive Board meetings of the organization**
- **Represent the organization**
- **Serve as a liaison to assigned committees as determined by the executive board**
- **Serve as a co-signor on the chapter's financial account**

**The President-elect, in collaboration with the Executive Board, shall:**

- **Fulfill duties in the absence of the President**
- **Fulfill duties delegated by the President and Executive Board**
- **Serve as a liaison to assigned committees as determined by the executive board**
- **Serve as a co-signor on the chapter's financial account**

**The Secretary, in collaboration with the Executive Board, shall:**

- **Record and distribute minutes**
- **Maintain membership and contact information**
- **Serve as historian for the organization**
- **Fulfill duties delegated by the President and Executive Board**
- **Serve as a liaison to assigned committees as determined by the executive board**

**The Treasurer, in collaboration with the Executive Board, shall**

- **Complete the bank signature cards by the of the year in which they are nominated**
- **Serve as a co-signor on the chapter's financial account**
- **Manage the finances of the organization**
- **Serve as a liaison to assigned committees as determined by the executive board**
- **Provide a report of current financial status at each scheduled membership meeting**
- **Provide the organization's financial records for auditing determined by the executive board**
- **Ensure filing of IRS Form 990-N or other applicable federal documentation of finances annually**

**The Members-at-Large shall:**

- **Carry out responsibilities as delegated by the President and Executive Board**
- **Serve as a liaison to assigned committees as determined by the executive board**

**The Immediate Past President shall:**

- **Serve as a chapter advisor**
- **Carry out responsibilities as delegated by the President and Executive Board**

## **Article V**

### **Nomination for Office**

#### **Section 1**

**All Regular Members of ANPD-GPC shall be eligible to be nominated.**

**The call for nominations will be conducted September 1-15<sup>th</sup>.**

**Nominees shall submit an email , including a copy of their resume, a brief bio, and their agreement to serve to both members at large by the end of September annually.**

## **Article VI Elections**

**Section 1: Elections shall be electronic.**

**The slate of candidates will be presented at the October meeting  
Voting will be conducted electronically from November 1-15<sup>th</sup>**

**Section 2: In case of a tie, the election shall be determined by the current Executive Board**

**Section 3: The newly elected board members shall take office at the beginning of the new year. Terms of the Executive Board office shall be staggered as mentioned in Article IV, Section 1.**

## **Article VII Meetings**

**Section 1: Regular Meetings of the organization shall be held throughout the year as determined by the executive board.**

**Section 2: Executive Board meetings will be held in conjunction with regular meetings or electronically and as needed as determined by the executive board members**

## **Article VIII Task Forces and Committees**

**Section 1: Tasks forces will be established as needed to meet the goals of ANPD-GPC as determined by the executive board.**

**Section 2: Committees shall be established as necessary to meet the goals of the organization.**

**Section 3: The current president will be selected to attend the national conference. The president is required to attend the Presidents meeting at the conference. The president will provide a synopsis of what they learned during the conference at the first general membership meeting following the national conference. The President will be allotted an amount up to \$2,500.00 to cover the expense of traveling, hotel accommodations, and registration for the national conference.**

**The ability of the GPC to send a member in good standing to the national conference will be re-evaluated each year by the executive board and based on monies available. The member shall be chosen by lottery, one chance for each general membership meeting attended. The member shall be chosen at the last general membership meeting in the year prior to the national convention. All members, including former presidents who have been selected to attend the national conference are excluded from future lotteries for a period of 3 years. The acting president will always be selected to attend the national conference.**

**The ability of the GPC to send members in good standing to the local GPC-ANPD conference will be re-evaluated each year by the executive board and based on monies available. The member(s) shall be chosen by lottery, one chance for each general membership meeting attended. The member shall be chosen at the last general membership meeting prior to the local conference. All members who have been selected to attend the local conference are excluded from future lotteries for the local conference for a period of 3 years.**

**Article IX  
Chapter year**

Dues for membership in the ANPD-GPC organization will be collected annually. The chapter year for dues will be from January 1 to December 31. Members may join the organization at any time during the year. The cost of membership in the ANPD-GPC will be re-evaluated annually by the Executive Board. Dues will be \$50.00 per year.

A financial audit shall be conducted annually by 3 members in good standing. The audit should consist of a random selection of transactions from each quarter of the Fiscal Year being audited. Members will select two to three transactions in each quarter and review them from beginning to end. Verification will include an appropriate paper trail, authorization of expenditures or receipts, one check signer on every chapter payment, and any other applicable fiscal matters requiring substantiation.

**Article X  
Parliamentary Authority**

The rules contained in Robert's Rules of Order, current edition shall govern the organization in all aspects to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of the organization.

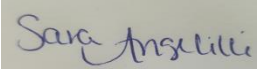
**XI  
Amendment of Bylaws**

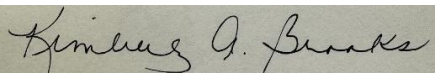
Proposals for amendments to these by-laws may be introduced by the executive board. Individual members may submit suggestions for by-law changes to the executive board for consideration. The by-laws may be amended via mail ballot and/or electronically.

**XII  
Dissolution**

Dissolution of the Organization may occur by a two-thirds majority vote by those members responding via mail ballot and/or electronically. If the organization is dissolved, any remaining funds will be put into an educational opportunity for its members.

Approved by ANPD-GPC January 16, 2006; revised 6/2008, 9/2010, 10/2019, 6/2023.  
*Final Approval: 9/28/2023*

President:  Date: 9/28/2023

President Elect:  Date: 9/28/2023

Treasurer:  Date: 9/28/2023