

# **APNA Nebraska Chapter Governance Policies**

(Approved July 2023)

## **ARTICLE I**

### **NAME**

The name of the chapter will be the American Psychiatric Nurses Association- Nebraska Chapter (APNA-NE Chapter).

## **ARTICLE II**

### **RULES**

#### **Section 2. Mission**

The American Psychiatric Nurses Association-(APNA) provides leadership to promote psychiatric-mental health nurses, improve mental health care for culturally diverse individuals, families, groups, and communities, and shape health policy for the delivery of mental health services. The APNA Nebraska Chapter is an internal division of APNA.

#### **Section 3. Rules**

- a. The following rules shall conclusively bind the Chapter and all persons acting for or on behalf of it: No part of the net earnings of the Chapter shall ensure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of the Chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these bylaws, the Chapter shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c) 3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law)
- b. Upon the dissolution of the Chapter, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Chapter, dispose of all the assets of the Chapter to the American Psychiatric Nurses Association (APNA).
- c. The Chapter shall not adopt any practice, policy, or procedure that would result in discrimination on the basis of age, race, sex, religion, color, national origin, sexual orientation, or disability.

## **ARTICLE III**

### **MEMBERSHIP**

#### **Section 1. Members**

Members are as outlined in the American Psychiatric Nurses Association Bylaws at Article III, Section 1 and are re-stated below:

a. Regular members shall be those individuals who are registered nurses, pay dues to the National Organization (APNA), and are engaged in pursuits which further the purposes of the Association. Regular members may vote, serve on committees and seek election to the Board.

b. Student members who are engaged in full-time study in a nursing degree program and show evidence of student status shall pay dues at a reduced rate, per rules and regulations set forth by APNA. These members may not vote or seek election to office but may serve on committees/task forces.

c. Retired registered nurse members shall pay dues at a reduced rate, per rules and regulations set forth by APNA. These members may vote, seek election to the board or serve on committees/task forces.

d. Affiliate members shall be those members who are not "regular" voting members. This shall include, but not be limited to, all other mental health or health professionals who are non-RNs. Affiliate members shall pay the same dues as "regular" members, receive the same benefits, but may not vote or hold office.

e. International members shall be those individuals who are not citizens of the United States and are licensed or registered to practice nursing in any country, nation or republic other than the United States. They shall be given all privileges of "Regular" members. International members shall pay dues according to the rate established for this category, per rules and regulations set forth by APNA.

f. Honorary members shall be individuals who have received unanimous approval by the APNA Board of Directors in recognition for their outstanding contributions to psychiatric-mental health nursing. They shall have the right to attend membership meetings. They shall not be entitled to vote, hold office, or serve on committees. They shall be exempt from paying dues.

## **Section 2. Voting Rights**

Each Regular member, Retired member, and International member shall be entitled to one vote on each matter submitted to a vote of the members.

## **Section 3 . Membership Renewal**

To renew membership in the Chapter, all members, other than honorary members, shall maintain a current active membership in the American Psychiatric Nurses Association through the payment of membership dues by the expiration date. Failure to renew membership will result in the termination of all membership benefits and privileges.

## **Section 5. Resignation**

Any member may resign by filing a written or verbal resignation with the officers or by failing to pay APNA membership dues.

## **ARTICLE IV**

## **MEETINGS OF MEMBERS**

### **Section 1. Annual Meeting**

An annual meeting of the members shall be held each year at a time and place selected by the officers for the purpose of receiving reports of all committees and transacting any and all business as necessary.

## **Section 2. Special Meeting**

Special meetings of the members may be called by either the president or a quorum of the officers, or by not less than half of the voting members. Notification at least one week, written or by e-mail, must be made to all members.

## **Section 3. Place of Meeting**

The officers may designate any place as the meeting place for any meeting.

## **Section 4. Notice of Meetings**

Written, printed, or electronic notice stating the place, day, and hour of any meeting of members shall be delivered, either personally or by mail, to each member entitled to vote at such meeting, not less than 14 nor more than 120 days before the date of such meeting, by or at the discretion of the Board. An annual calendar for meetings and events will be established and posted.

## **Section 5. Quorum**

The members present shall constitute a quorum.

# **ARTICLE V**

## **OFFICERS**

### **Section 1. Officers**

The officers will include a President, President-Elect, Treasurer, Secretary, and Member-at-Large (2). These representatives may vote by proxy during the meeting only if they have written permission from the officer they are representing. All members regardless of age, gender, race/ethnicity, or religion are eligible to serve in the above roles.

### **Section 2. Election and Term of Office**

Officers can only be elected if they are members in good standing for at least one year or at the discretion of the current chapter officers. The President, President-Elect, and Immediate Past President shall hold office for a term of two years. The Treasurer, Secretary, and Members-at-Large shall hold office for a term of two years. The terms for Members-at-Large will be staggered, if possible, as described in ARTICLE VI, section 3. The same person may hold only one office at any one time. The term of office shall begin at the close of the annual business meeting in the year of the election.

### **Section 3. Vacancies**

A vacancy in any office because of death, resignation, or disqualification or otherwise, may be filled by the officers for the remaining portion of the term.

### **Section 4. Removal of officer(s)**

The other officers or more than half of the voting members may remove any officer when it is in the best interest of the Association.

## **Section 5. President**

The President shall be the principal officer of the Chapter and shall in general supervise and manage all of the affairs of the Chapter.

## **Section 6. President-Elect**

In the absence of the President or in the event of one's inability or refusal to act, the President-Elect shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

## **Section 7. Immediate Past-President**

The Immediate Past President shall perform duties as may be prescribed by the officers from time to time.

## **Section 8. Secretary**

The Secretary shall keep the minutes of the meetings of the Board; see that all notices are duly given in accordance with the provisions of these policies or as required by law; be custodian of the records and of the seal of the Chapter; and in general perform all duties incident to the office of the secretary and such other duties as from time to time may be assigned by the President or by the Board.

## **Section 9. Treasurer**

The Treasurer will coordinate with national APNA to exercise stewardship of the chapter's funds, including receiving and paying out funds as needed. The treasurer will monitor the account and give a report to the chapter.

# **ARTICLE VIII**

# **CONTRACTS. CHECKS. DEPOSITS, & FUNDS**

## **Section 1. Contracts**

The Board of Directors may authorize any chapter board member to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Chapter and such authority may be general or confined to specific instances.

## **Section 2. Checks, Drafts, Etc.**

All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Chapter, shall be signed by the Treasurer of the Chapter and in such manner as shall from time to time be determined by resolution of the Board. In the absence of the Treasurer, the Board of Directors shall appoint an agent to this duty.

### **Section 3. Deposits**

All funds of the Chapter shall be on deposit with the American Psychiatric Nurses Association (APNA) national organization.

### **Section 4. Gifts**

The Board may accept on behalf of the Chapter any contribution, gift, bequest or devise for the general purposes of/or any special purpose of the Chapter.

## **ARTICLE IX                      BOOKS AND RECORDS**

The Chapter shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board, and statewide , and regional meetings.

## **ARTICLE XI                      AMENDMENT TO BYLAWS**

These Governance Policies may be amended by Chapter leadership at a Board meeting by a majority vote.