

**St. Louis Nurses in Advanced Practice
Special Interest Group
Third District Missouri Nurses Association**

Article 1. Name

The name of the Special Interest Group shall be the St. Louis Nurses in Advanced Practice Special Interest Group of the Third District, Missouri Nurses Association (MONA).

Article II. Objectives

The objectives of St. Louis Nurses in Advanced Practice shall be the following:

- A. To foster the development of the Advanced Practice in the state of Missouri.
- B. To promote the continuing education of nurses working in the Advanced Practice area.
- C. To promote public awareness of the roles of Advanced Practice nurses and facilitate communication about political issues affecting the nurse in Advanced Practice.
- D. To facilitate communication and support among nurses engaged in Advanced Practice.

Article III. Membership and Dues

Section 1. Individual membership is available to all registered, professional nurses in Advanced Practice, both MONA and non-MONA member, and graduate students enrolled in the study of Advanced Practice. Each member has one vote.

Section 2. Honorary membership may be conferred by action of the Executive Board. There shall be no dues for honorary members. Speakers involved in St. Louis Nurses in Advanced Practice programs will be granted membership for one year.

Section 3. Members' voting privileges shall be limited to members who are current in payment of annual dues of who have been designated as honorary members.

Section 4. The amount of annual dues for all members including graduate students shall be recommended by the Executive Board and presented to members for conformational vote.

Article IV. Officers and Executive Board

Section 1. The officers of St. Louis Nurses in Advanced Practice shall include a Chairperson, Vice Chairperson, Second Vice Chairperson, Secretary, Treasurer, and Chairperson of the Nominating Committee. Only St. Louis Nurses in Advanced Practice member may hold office. Officers must be certified as Advanced Practice nurses and hold state recognition, however they do not have to be working as a nurse practitioner to run for office.

Section 2. A Second Vice Chairperson for the Program Committee is elected annually for a two year term. The first year this person serves as a Co-Chairperson and the second year will assume the responsibilities and title of Vice Chairperson.

Section 3. The officers shall constitute the Executive Board of St. Louis Nurses in Advanced Practice.

Section 4. A quorum of the Executive Board of St. Louis Nurses in Advanced Practice shall consist of 5 out of 6 members. Members in good standing who are present at the business portion of all meetings shall constitute a quorum for voting on issues raised at that meeting. Urgent issues will be decided upon by a simple majority.

Article V. Duties of Officers

- A. The Chairperson shall
1. Preside at all Executive Board meetings and Educational Programs of St. Louis Nurses in Advanced Practice or send appointed designee to fulfill this responsibility.
 2. Be authorized to appoint any special committees or make individual appointments necessary to meet goals of organization.
 3. Attend the Board Meetings of Third District Missouri Nurses Association or send appointed designee.
 4. Submit a written report to MONA Board of monthly St. Louis Nurses in Advanced Practice activities.
 5. Report the activities of the Third District Board back to St. Louis Nurses in Advanced Practice members.
 6. Submit a written annual report of St. Louis Nurses in Advanced Practice by February meeting of the Third District, which includes officers and activities.
 7. Attend quarterly State SIG meetings appoint an associated member.
 8. Maintain the St. Louis Nurses in Advanced Practice website and email sites or appoint individual member(s) to maintain such sites.

- B. The Vice Chairperson shall
 - 1. Chair educational program committee.
 - 2. Perform duties of the Chairperson or Secretary in their absence or in the event of a vacancy
 - 3. Become the Chairperson should a vacancy occur in that office
 - 4. Attend the Third District meetings as an alternate in the chairperson's absence.

- C. The Second Vice Chairperson shall
 - 1. Assist the Vice Chairperson with the program committee.
 - 2. Assume the duties of Vice Chairperson or treasurer, with all the duties, should a vacancy occur.

- D. The Secretary shall
 - 1. Maintain an updated members list.
 - 2. Maintain minutes of all Executive and/or Business meetings.
 - 3. Maintain minutes of educational meetings.
 - 4. Maintain custody of the minutes and all correspondence of St. Louis Nurses in Advanced Practice, which are filed annually in the Third District Office.
 - 5. Deliver highlights of Executive Board meetings to St. Louis Nurses in Advanced Practice members at each Educational Meeting.

- E. The Treasurer shall
 - 1. Maintain an accurate ledger account of all financial matters.
 - 2. Deliver financial updates to membership at educational meetings
 - 3. Submit account ledger to be audited by ad hoc committee appointed by Executive Board members one month before leaving office.
 - 4. Assume the duties of the Vice-Chairperson in their absence or should a vacancy occur.

- F. Nominating Chairperson
 - 1. Attend Executive Board meetings
 - 2. Chair Nominating Committee.
 - 3. Along with Nominating Committee members, prepare, distribute and count votes for St. Louis Nurses in Advanced Practice elections
 - 4. Perform duties of the Secretary or Treasurer in their absence or if a vacancy occurs.

- G. Officers shall deliver to their successors all pertinent materials within one month after term is complete.

Article VI. Committees

- A. Program Committee
 - 1. Arrange educational programs based on the annual survey results.
 - 2. Provide 5 programs annually.
 - 3. Submit CEU applications for educational programs when possible and applicable.

- B. Membership/Marketing Committee
 - 1. Work to obtain new members.
 - 2. Maintain a roster of current members.
 - 3. Implement a mentoring and orientation program.

- C. Political Action Committee
 - 1. Alert members about ongoing legislation.
 - 2. Remain actively involved with the Third District Affairs Committee.
 - 3. Communicate with the Chairperson regarding state APSIG activities.

- D. Nominating Committee
 - 1. Prepare a slate of candidates consisting of at least two (2) nominees for each office to be filled. If a member of this committee is submitted as a candidate on the ballot, said member shall resign from the Nominating Committee.
 - 2. Prepare and distribute ballots and count votes for St. Louis Nurses in Advanced Practice elections

- E. The Chairperson shall appoint special committees as necessary.

- F. Chairperson and committee members must be voting members of St. Louis Nurses in Advanced Practice.

Article VII. Voting Body

- A. The voting body shall be annual dues paying members of the St. Louis Nurses in Advanced Practice.

Article VII. Elections

- A. Officers shall be elected by ballots each spring and continue in office for two years. Elected officers will be introduced at the annual spring dinner meeting.
- B. The Chairperson and Treasurer shall be elected in even numbered years.
- C. The Vice-Chairperson, Secretary and the Nominating Chairperson shall be elected in odd numbered years.
- D. The Second Vice Chairperson shall be elected annually.
- E. A majority is defined in Article IV, Section 4.

Article IX. Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised shall govern the order of business and conduct during meetings of St. Louis Nurses in Advanced Practice, where applicable.

Article X. Amendments

These bylaws may be amended at any annual or regular meeting by a two-thirds vote of the members present or voting. The bylaws may alternatively be amended by the electronic voting of the membership via a ballot provided electronically at a website accessible to all members. Proposed amendments will be provided at a prior meeting or will be mailed to the membership at least 14 days in advance of the meeting at which the voting will occur. If the voting is electronic, members will be given 14 days to consider the amendments and to enter their electronic vote.

Article XI. Meetings

- A. Educational programs will be scheduled 5 times a year on the 3rd Tuesday of the month for September, November (2nd Tuesday), January, March and May.
- B. Executive Board meetings will be held at the discretion of the Chairperson.
- C. The annual St. Louis Nurses in Advanced Practice educational seminar will occur in Spring, usually the month of April.
- D. When necessary, special meetings may be called by the Chairperson.

Article XII. Order of Business

- A. The order of Business for St. Louis Nurses in Advanced Practice group meetings shall be as follows:
 - 1. Opening of meeting
 - a. General announcements: including job/networking opportunities, dues, updates.
 - b. Review of MONA activities and legislative issues.
 - 2. Educational Program
 - 3. Vendor review of topic
 - 4. CEU distribution (if applicable)
 - 5. Upcoming Events
 - 6. Adjournment

Article XIII. Quorum

A quorum is defined in Article IV, Section 4.