

ILLINOIS PUBLIC HEALTH NURSE ADMINISTRATORS BYLAWS

Article I. Title

The name of this association shall be the ILLINOIS PUBLIC HEALTH NURSE ADMINISTRATORS (IPHNA).

Article II. Purpose

The purpose of IPHNA is to promote quality public health nursing services in the State of Illinois through:

- a. Communication and information exchanges on local, state and federal levels.
- b. Participation in state planning and decision making for public health services, including promotion of public health nursing roles at the state level.
- c. Educational activities directed to the needs of Public Health Nursing Leaders.
- d. Advocating for Public Health Nursing in Illinois.

Article III. Membership

Section 1. Membership shall be defined as any nurse designated as a director, administrator, supervisor, manager, or coordinator in an Illinois local health department. Public health nurses in local health departments without a Registered Professional Nurse in a management or leadership role may join the membership of IPHNA. However, each health department represented will be allowed only one vote. An officer must be a dues-paying member of the organization.

Section 2. Former members who have retired shall be eligible to maintain ex-officio membership. Retired members may serve as officers of the organization.

Section 3. Membership applications may be reviewed by the Board of Directors of IPHNA.

Article IV. Board of Directors

Section 1. Board of Directors is composed of the officers: president, president-elect, secretary, treasurer, the immediate past president, and one director from each designated section.

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Section 2. Terms of Office

The president, president-elect, secretary and treasurer are elected for a two-year term of office. Their terms of office begin at the close of the annual meeting at which election results are announced. An officer may serve no more than 2 consecutive terms in any one office.

Section 3. Vacancies

- a. A vacancy in the office of the president shall be filled through succession in the following order:
 1. President-Elect
 2. Secretary
 3. Treasurer
- b. A vacancy in the office of the president-elect may remain vacant until the next election of IPHNA unless a special election is called at the discretion of the Board of Directors.
- c. A vacancy in the office of secretary or treasurer shall be filled by an appointment of the Board of Directors.
- d. Vacancies filled by succession or appointment are for the completion of the term of office.

Section 4. Duties and Powers

- a. The president presides at the annual meeting and at all meetings of the Board of Directors, and performs such other duties as normally pertain to the office of president, and any other duties as the Board of Directors deem necessary.
- b. The president-elect assists the president as presiding officer; assumes the chair in the absence of the president, and performs all duties as assigned by the Board of Directors.
- c. The secretary records the minutes of all Board of Directors and full membership meetings; distributes to the membership a summary of the annual meeting minutes; and handles correspondence necessary to the operation of IPHNA. The secretary places on file copies of all the minutes of the Section meetings.
- d. The treasurer receives and disperses all funds of the organization; and gives the membership an itemized

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- financial report semi-annually.
- e. The Section Directors represent the section members at the meetings of the Board of Directors and, along with the officers, conduct the business of the organization (IPHNA). The Section Directors keep their members informed of the actions of the Board.

Article V. Committees

Section 1. Appointment

Annually, the president, with the advice and consent of the Board of Directors, appoints all committee chairpersons. These appointments are made from the general membership. Chairpersons of the committees are invited to attend Board of Directors meetings as non-voting participants.

Section 2. Standing Committees

Standing committees consist of no fewer than three persons whom are appointed by the Board of Directors to serve for two year terms or until their successors are appointed. A Chair of a standing committee must be a dues paying member of the organization or may be a retiree.

- a. The Nominating Committee will consist of 5 persons elected by ballot plus the past president. This committee will recruit candidates for the officers of IPHNA. The Chair will submit a report to the President prior to each BOD meeting. The Chair will be appointed by the President.
- b. The Membership Committee will consist of at least 3 persons who will develop plans for retaining and increasing membership, plan the annual conference, and assist the sections in planning a continuing program of membership and educational opportunities. The Chair will submit a report to the President prior to each BOD meeting. The Chair will be appointed by the President.
- c. The Bylaws Committee will consist of at least 3 persons who shall review the bylaws annually. If needed, the committee will prepare and present Amendments to the Board of Directors. The committee also presents the proposed amendments

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to the membership for action at the annual meeting. The Chair will submit a report to the President prior to each BOD meeting. The Chair will be appointed by the President.

- d. The Communications Committee will consist of at least 3 persons who will update the website periodically throughout the term. The Chair will submit a report to the President prior to each BOD meeting. The Chair will be appointed by the President.
- e. The Policy Committee will consist of at least 3 persons who are interested in developing policy for IPHNA and bringing new ideas to the Board of Directors. The Chair will submit a report to the President prior to each BOD meeting. The Chair will be appointed by the President.
- f. The Continuing Education Committee will consist of at least 3 persons interested in reviewing and approving courses submitted for continuing education credits. The Chair will submit a report to the President prior to each BOD meeting. The Chair will be appointed by the President for a two year term to coincide with the renewal of the CE sponsor license from the Illinois Department of Finance and Professional Regulation.

Section 3. Ad Hoc/Representatives to other Committees

A representative to the IPHA Nursing Section will be appointed by the President. Ad Hoc Committees and representatives to other committees are appointed as deemed necessary.

Article VI. Elections/Voting

Section 1. Officers

A president-elect, a secretary and a treasurer are elected for a two year term by the members of the organization from among the membership. Results of the election are announced at the annual meeting.

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Section 2. Directors

The Directors are elected by their respective sections prior to the annual meeting of IPHNA. The secretary is notified of the results of these elections and a report of elections is given at the annual meeting.

Section 3. Methods of Voting

- a. Voting may be accomplished by several methods:
 - I. Hand or voice vote at a general membership meeting called by the Board of Directors;
 - II. Electronic mail, fax or surface mail;
- b. Ballots may be in either paper or electronic format that is returned to a person designated by the Board of Directors.
- c. When voting occurs by electronic or surface mail and a quorum is required, a quorum shall be the number of members participating in the vote.
- d. The Board of Directors may make any guidelines needed to accomplish the required vote/election.
- e. Any action, vote or election is passed by simple majority.

Article VII. Meetings

Section 1. Full Memberships

- a. At least one meeting for the entire membership is held annually. Non-members are welcome to attend the annual meeting and regional meetings but do not have voting privileges.
- b. The time and place for the meetings are designated by the Board of Directors.
- c. Notices of the meetings will be distributed to the membership at least 30 days prior to the planned meetings.

Section 2. Section Meetings

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Section meetings are held at least two times per year.
Minutes of all meetings are forwarded to the president and secretary.

Section 3. Special Meetings

- a. Special meetings may be called by the Board of Directors on request of 10% of the current general membership, or, may be called by the president and/or the Board of Directors.
- b. Full membership must be notified one week prior to the meeting.

Section 4. The Board of Directors Meetings

The Board of Directors shall meet at least quarterly in a manner reasonably accessible to all board members.

Article VIII. Section Structure

Section 1. Designated Representation

- a. The Sections for IPHNA will be designated by the attached map.
- b. If any IPHNA Sections choose to merge into one section, only one representative is designated as a member of the Board of Directors.
- c. If any IPHNA Section chooses to elect co-Directors, one Co-Director is designated as the member of the Board of Directors. The other Co-Director may be designated as the proxy for voting purposes.

Section 2. Duties and Responsibilities of Section Directors

- a. Section Directors plan and conduct section meetings at which time they inform the members of current events and issues relating to the Board of Directors of IPHNA.
- b. Directors will facilitate representation and participation from their section at the Board and Committee level.

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Article IX. Dues

- Section 1. Dues shall be \$25.00 per member per year.
- Section 2. The membership year is May 1 through April 30 with annual dues payable by May to the treasurer.
- Section 3. Dues are not assessed for retired members.

Article X. Quorum

Two officers and those members present and voting shall constitute a quorum "for the transaction of business at any full membership."

Article XI. Parliamentary Authority

The rules contained in Robert's Rules of Order Revised shall govern meetings of the association in all cases to which they are applicable. In cases of inconsistency, these bylaws shall prevail. A parliamentarian may be appointed by the President.

Article XII. Amendments

- Section 1. These bylaws may be amended at an annual or special meeting of the membership by a two-thirds vote of the members present and voting, provided that notice has been given to the membership at least 30 days prior to the voting date.
- Section 2. These bylaws may be amended without previous notice at any annual meeting by a unanimous vote of all members present and voting.