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MODEL FORM
OF
BY LAWS
FOR
CONSTITUENT
STATE
ASSOCIATIONS



NATIONAL FEDERATION OF LICENSED PRACTICAL NURSES, INC.
250 West 57 Street, New York, N.Y. 10019

c. All NFLPN dues collected by constituent state associations during each month shall be entered on the official membership report form of NFLPN and they shall be forwarded to the Headquarters of NFLPN before the tenth (10th) of each month. No state which is delinquent in remitting the NFLPN dues is entitled to representation at the annual convention.

SECTION 3. All voting members shall present credentials at the time of registration. No voting member shall be permitted to cast more than one vote in any election or on any question before any meeting of the association.

ARTICLE XIII QUORUM

SECTION 1. A quorum for the annual meeting shall consist of _____ () delegates registered at this meeting, two (2) of whom shall be officers.

SECTION 2. A quorum for the Executive Board shall consist of a majority of the members, two (2) of whom shall be officers of this board.

ARTICLE XIV AUDIT

SECTION 1. The books and accounts of this association shall be audited annually.

SECTION 2. The fiscal year of this association shall be _____.

ARTICLE XV PARLIAMENTARY AUTHORITY

SECTION 1. The rules contained in Robert's Rules of Order Newly Revised shall govern the meetings of this association in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XVI AMENDMENTS (MANDATORY FOR ALL STATES)

SECTION 1. Eight (8) copies of all proposed amendments to the constituent state association bylaws shall be submitted to Headquarters of NFLPN prior to consideration by the state, with signatures of the State President and the State Bylaws Chairman.

Amendments adopted by constituent state associations prior to approval of NFLPN Bylaws Committee, shall become effective immediately upon approval of said committee. Such approval or disapproval shall be given in writing by the NFLPN Bylaws Committee following their scheduled meeting.

SECTION 2. These bylaws may be amended at any annual meeting by a two-thirds (2/3) vote of the voting body present and voting. All proposed amendments shall be in the possession of the recording secretary of this association at least _____ days prior to the annual meeting and they shall be appended to the call for the annual meeting.

SECTION 3. These bylaws may be amended at any annual meeting of the state association without previous notice by a 90% vote.

SECTION 4. (Mandatory for all states)
Any amendment adopted by NFLPN applicable to constituent state associations shall automatically become a part of the bylaws of each constituent state association.

SECTION 5. All automatic grammatical punctuation and correlation corrections in Bylaws or Amendments thereto, which in no way alter the intent of the respective Bylaw or Amendment, shall be effected by those members serving on the NFLPN Bylaw Committee at the time said Bylaws or Amendments were adopted, subject to the approval of the Board of Directors. This committee shall also have the privilege of making all editing changes.

- c. The Education Committee shall:
 1. Develop and promote continuing education of LPNs/LVNs.
 2. Compile and distribute information on educational facilities and resources.
 3. Encourage and motivate LPNs/LVNs to pursue continuing education.
 4. Work cooperatively with community agencies in the development of continuing education programs for LPNs/LVNs.
- d. The Finance Committee shall:
 1. Prepare and present for approval an annual budget at a time decided by the Executive Board.
- e. The Legislative Committee shall:
 1. Keep this association informed on pending state and federal legislation pertaining to nurses and health.
 2. Recommend policy and action concerning state and federal legislation in field of practical nursing education and practical nursing service.
- f. The Membership Committee shall:
 1. Devise ways and means of increasing state association membership. Such action shall be subject to the approval of the Executive Board.
- g. The Nominating Committee shall:
 1. Consider the qualifications and service record of prospective candidates. The committee is guided by these suggestions but is not controlled or limited by them.
 2. Prepare a ticket of nominees for the officers, the directors of the Executive Board and the nominating committee, with one (1) name for each office and three (3) names for the nominating committee.
 3. Secure the consent of all proposed nominees before placing their names on the ticket.
- h. The Nursing Practice Committee shall:
 1. Study and resolve problems concerning nursing practice presented in writing to the committee by a district or an individual member.

2. Refer the problem to the State Executive Board for further study and final decision -- in the event of the inability of this committee to reach a solution.
 - i. Committee of Division Presidents shall:
 1. Make recommendations to the State Executive Board pertinent to local level programs and matters of mutual interest.

SECTION 7. The Committee of Division Presidents shall be composed of the presidents of _____. In the inability of the president to attend, the vice-presidents, in the order of their rank, shall substitute for the president. This committee shall elect annually its chairman, vice-chairman and secretary.

ARTICLE X ADVISORY COUNCIL

SECTION 1. The advisory council shall be composed of _____.

ARTICLE XI MEETINGS

SECTION 1. The annual meeting of this association shall be held in the month of _____ at a time and place selected by the Executive Board. (Suggest two (2) months).

- SECTION 2.
- a. Regular meetings of the Executive Board shall be held _____.
 - b. Special meetings of the Executive Board may be called by the president upon the signed request of a majority of the members of the Executive Board.

ARTICLE XII REPRESENTATION

SECTION 1. The voting body at all meetings of this association shall be _____.

- SECTION 2.
- a. Each division shall be entitled to be represented at the state convention by three (3) delegates with alternates who shall be elected by ballot by the membership of the division.
 - b. In addition to the three (3) delegates named above, each division shall be entitled to one (1) delegate with alternate for each _____ members or major fraction thereof. All delegates and alternates must be elected by ballot.

SECTION 3. The secretary shall:

- a. Record the minutes of all meetings of this association, and Executive Board. He shall perform such other duties as the Executive Board may assign.
- b. Read all official papers or communications to the convention and to the Executive Board.
- c. Receive all reports of officers and committee chairmen and immediately upon adjournment submit one copy to the president; one copy with the minutes.
- d. Perform all other duties pertaining to this office and such other duties assigned to him by the president or the Executive Board.

SECTION 4. The treasurer shall:

- a. Be custodian of all funds.
- b. Keep an itemized account of all receipts and disbursements.
- c. Countersign with the president all checks. (Optional).
- d. Send a statement of dues, not later than _____.
- e. Notify the members of dues not paid by _____.
- f. Give receipt for monies received and deposit same in a bank designated by the Executive Board.
- g. Report to the Executive Board the financial status of the association at each Executive Board meeting, and make a full report in writing to the association at each annual meeting.
- h. Close the books on _____ and submit the records for audit.
- i. Be bonded at the expense of the association for an amount determined by the Executive Board.
- j. Serve as a member of the Finance Committee (but not as chairman).

SECTION 5. All officers and committee chairmen shall submit their reports in triplicate, typewritten, to the secretary after being reported.

SECTION 6. All officers and committee chairmen shall submit to the State Headquarters all properties belonging to this association within two (2) weeks following their retirement.

ARTICLE VII
ELECTIONS

SECTION 1. The president; the first vice-president, the secretary and _____ directors shall be elected at the annual meeting held in the odd years. The term of office being _____ year(s) or until their successors are elected.

SECTION 2. The second vice-president; the treasurer and _____ directors, shall be elected at the annual meeting held in the even years: The term of office being _____ year(s) or until their successors are elected.

SECTION 3. At each annual meeting five (5) members shall be elected to serve on the nominating committee.

SECTION 4. All elections shall be by ballot and a plurality vote elects a candidate.

- a. All ballots, credentials of the voting body and other records of the election shall be preserved for one (1) year after the election.

SECTION 5. At any one election a member may be a candidate for only one elected office or elected member of a committee.

SECTION 6. In the event a member of the State Association Executive Board becomes a candidate for another office, he need not resign his present office until elected.

SECTION 7. (Mandatory)
Delegates and alternates to the state and the NFLPN convention shall be elected by ballot.

SECTION 8. Nominations from the floor shall be in order immediately following the report of the nominating committee. These nominees shall have given their written qualifications and written consent to serve if elected.

ARTICLE VIII
EXECUTIVE BOARD

SECTION 1. The officers of this association and _____ () directors shall constitute the Executive Board.

SECTION 2. Officers and directors shall be eligible for the same office for not more than _____ consecutive term (s).

SECTION 3. The executive Board shall:
a. Transact the business of the association between meetings.

- b. When feasible, provide for the maintenance of state headquarters and for making this office the center of all activities of the association, including such work of the Executive Board and committees as may be deemed expedient.
- c. Provide for the proper care of materials, equipment and funds of the association, for the payment of legitimate expenses and for the annual auditing of all books of account.
- d. Approve the appointment of standing and special committees.
- e. Select a bank for deposit of the association funds.
- f. Have power to fill any vacancy on the Executive Board, except a vacancy occurring in the office of president, first vice-president or second vice-president (in the event there is a third vice-president).

SECTION 4. If any member of the Executive Board is absent from two (2) regular meetings in succession, unless excused by the Executive Board, the office shall automatically become vacant and such vacancy shall be filled by the Executive Board.

SECTION 5. Interim between meetings of the Executive Board, the president may submit any matter, which in his opinion requires immediate action, to each member of the Executive Board, by mail, in identical form. The votes shall be cast by mail. Such action shall be ratified at the next regular meeting of the Executive Board.

ARTICLE IX STANDING COMMITTEES

SECTION 1. There shall be the following standing committees which shall consist of a chairman, a vice-chairman and three (3) members, unless otherwise provided:

- a. Bylaws
- b. Economic and General Welfare
- c. Education
- d. Finance
- e. Legislation
- f. Membership
- g. Nominating
- h. Nursing Practice (Optional)
- i. Division Presidents (Optional)
- j. _____

SECTION 2. In the absence or inability of the chairman to serve, the vice-chairman shall assume the duties of the chairman.

SECTION 3. At each annual meeting of this association, a nominating committee shall be elected for the following year. This committee shall consist of five (5) members. The chairman and vice-chairman shall be elected by the five (5) member committee at the close of the annual meeting.

- SECTION 4. The Nominating Committee shall:
- a. Consider the qualifications and service record of prospective candidates. The committee is guided by these suggestions but is not controlled or limited by them.
 - b. Prepare a ticket of nominees for the officers, the directors of the Executive Board and the nominating committee, with one (1) name for each office, and five (5) names for the nominating committee.
 - c. Secure the written consent of all proposed nominees before placing their names on the ticket.

SECTION 5. Each committee serves for a term of two (2) years concurrently with the president, except the nominating committee, which shall serve for one (1) year.

- SECTION 6. The duties of Standing Committees shall be as follows:
- a. The Bylaws Committee shall:
 - 1. Receive and put in proper form all proposed amendments to the bylaws and present the proposed amendments to the annual meeting for action.
 - 2. Consider all proposed amendments to the district association bylaws.
 - b. The Economic and General Welfare Committee shall:
 - 1. Analyze the effect of Federal and State legislation on the economic and general welfare needs for the licensed practical/vocational nurse.
 - 2. Use guidelines from NFLPN to improve the economic and professional status of the LPN/LVN.
 - 3. Advise and counsel divisions in the development of their economic program.
 - 4. Keep NFLPN currently informed on all Collective Action Program activity within the state.

MODEL FORM
OF
BYLAWS
FOR
CONSTITUENT STATE ASSOCIATIONS
NATIONAL FEDERATION OF LICENSED
PRACTICAL NURSES, INC.

As amended March, 1975

ARTICLE I
NAME

The name of the association shall be:

- a. (Name of State Association)
- b. A constituent of NFLPN

ARTICLE II
OBJECTIVES AND FUNCTIONS
(Mandatory for all states as follows):

SECTION 1. The Objectives and Functions of this Association shall be:

- a. To preserve and foster the nursing ideal of comprehensive care for the ill and aged.
- b. To associate together all licensed practical/vocational nurses and licensed nurses having an equivalent title. (hereinafter referred to as LPNs/LVNs).
- c. To promote the economic and general welfare of all LPNs/LVNs.
- d. To secure continued recognition of all LPNs/LVNs.
- e. To uphold the standards and ethics of all LPNs/LVNs and to interpret them to the public.
- f. To promote the continued effective use of all LPNs/LVNs.
- g. To promote the efficient functioning of constituent state LPN/LVN associations.
- h. To cooperate with all members of health groups and with organizations interested in better patient care.
- i. To collect and distribute information on practical/vocational nursing.
- j. To further the continuing nursing education of all LPNs/LVNs.
- k. To promote, support and speak for all LPN/LVNs in regard to legislative action.

1. To represent and serve as the spokesman for LPNs/LVNs with allied health and governmental groups and the public.

SECTION 2. (optional)

ARTICLE III
MEMBERSHIP

SECTION 1. Members of this association shall be LPNs/LVNs who hold a current license issued by the state of

SECTION 2. Membership in this association shall consist of:

- a. Members of constituent

Divisions- Chapters - Areas - Units

- b. Student affiliates
- c. Associate members

SECTION 3. LPNs/LVNs holding current license of another state who are employed by the U.S. Government or any other Bureau or agency thereof while in this State, shall be accepted as members in this state association.

SECTION 4. Denial of membership in this association or expelling from membership of this association shall be only for revocation of licensure or non-payment of dues.

SECTION 5. Members in this association shall consist of:

- a. Members of constituent state associations of NFLPN
- b. Individual Members
- c. Group Members
- d. Student affiliates

ARTICLE IV
DUES

SECTION 1. The annual dues of this association shall be _____ \$ per capita payable on or before the first day of each month, which includes current per capita dues to N.F.L.P.N.

- a. Members failing to pay dues by the due date shown on the NFLPN Membership Card shall forfeit all rights to membership and their names shall be taken from the roll for non-payment of dues. They may be reinstated upon payment of the dues for the current year within thirty (30) days of the due date.
- b. The student affiliate (membership optional) fee shall be eight dollars (\$8.00) to include a subscription to the official publication of NFLPN and two dollars (\$2.00) to be retained by the state association.
- c. The annual dues of Associate Members shall be eleven dollars (\$11.00) per capita due on the first of the month of the due date on the NFLPN Membership Card, and shall include a subscription to the NFLPN official publication and one dollar (\$1.00) per capita dues contributed to the NLPNEF.

SECTION 2.

- a. All NFLPN dues collected by constituent state associations during each month shall be entered on the official membership report form of NFLPN and they shall be forwarded to the Headquarters of NFLPN before the tenth (10th) of each month. No state which is delinquent in remitting the NFLPN dues is entitled to representation at the annual convention.
- b. Notify the Headquarters office of NFLPN, during the first week of each month, of any changes in the name or address of any member. The death of any member must be reported promptly.
- c. Submit annually to NFLPN, within one (1) month after their selection, a list of the names and addresses of all state officers and chairmen, and of all presidents of local divisions.

ARTICLE V
OFFICERS

SECTION 1. The officers of this association shall be:

- a. A president; a first vice-president; a second vice-president etc.....

- b. (Mandatory for all states)
In the event of a vacancy occurring in the office of the president, the first vice-president shall become the president for the remainder of the term or until a successor is elected. In the event of a vacancy occurring in the office of the first vice-president, the second vice-president shall become the first vice-president for the remainder of the term or until a successor is elected.

SECTION 2. Officers shall perform the duties usually performed by such officers and also such duties as specified in these bylaws and designated by the Executive Board of the association.

SECTION 3. The term of office of all officers elected at any annual meeting shall commence at the adjournment of the meeting at which they are elected and shall continue until the expiration of their respective terms of office or until their successors are elected.

SECTION 4. No officers shall be elected to the same office for more than two (2) consecutive terms. Service for a portion of the term greater than half shall be considered a term.

SECTION 5. A vacancy in any office except that of the president, the first vice-president or the second vice-president (in the event there is a third vice-president) shall be filled by the Executive Board until the next annual election.

ARTICLE VI
DUTIES OF OFFICERS

SECTION 1. The president shall be the chairman of the Executive Board. With the exception of the nominating committee, he shall appoint all standing and special committees with the approval of the Executive Board. He shall be ex-officio a member of all committees except the committee on nominations. He shall perform all other duties pertaining to his office.

SECTION 2. In the absence or inability of the president, the vice-presidents in the order of their rank shall assume the duties of the president.