

**Iredell Regional Nurse Practitioners (IRNP)  
Of NCNA Nurse Practitioner Executive Council  
*Operating Bylaws***

**Article 1**

**Section 1:** Name: The formal name of this organization shall be referred to as the “Iredell Regional Nurse Practitioners, or IRNP” a group affiliated with the North Carolina Nurses Association Nurse Practitioner Executive Council.

**Section 2:** Office: The organization shall not have a specific office, but officers will be available by phone or email whenever possible, and a website [www.IRNP.org](http://www.IRNP.org) is available for purposes of enhanced, timely communication. Any documents shall be kept in the home of the regional liaison person (RLP) and/or the President of the IRNP. Documents, in hard copy or computer format, shall be passed from any outgoing to incoming RLP when any new RLP assumes his/her position.

**Article II**

**A. Purpose:** The purposes of this organization shall be:

1. To be the local body of nurse practitioners from within Iredell County and contingent counties which is affiliated with the NP Executive Council of the North Carolina Nurses Association.
2. To inform nurse practitioners in this region of activities within the state and national level which may affect the provision of health care by nurse practitioners.
3. To serve as a forum for an exchange of ideas and information among nurse practitioners in our designated area.
4. To provide a vehicle for nurse practitioners in our region to inform and be informed by the NP Executive Council.
5. To arrange for the provision of continuing education (CE) and professional development sessions for nurse practitioners in the area whenever possible.
6. To be a liaison between NCNA and the member nurse practitioners in this region.

**Article III**

**A. Participation**

1. To be a voting member of IRNP and attend business meetings, you must be a member in good standing of IRNP and pay the required annual donations of \$25.00 by January 31<sup>st</sup> of each calendar year.

2. All nurse practitioners who reside in Iredell County and the surrounding counties or any NP wishing to attend are welcome to participate in the CE opportunities and meetings. NP students are welcome to attend.
3. Any nurse practitioner may attend meetings and obtain the associated contact hours provided requirements are met for that activity.

## **B. Executive Committee of IRNP**

1. The IRNP Executive Committee shall be comprised of: The Regional Liaison Person (RLP), President, Vice President, Secretary, Treasurer, Continuing Education Coordinator and the Website/Database Coordinator. One person may hold several positions.
2. Terms of office: The regular term of office of these officers shall be two consecutive calendar years, beginning January 1<sup>st</sup>.
3. In order to hold an executive committee position a member must be a current member of NCNA in good standing and be up-to-date with IRNP annual dues.
4. Elections: IRNP members may self-nominate or nominate other members to be on the Executive Committee. Nominations will be accepted in September at the monthly meeting or submitted to the RLP via email by September 30<sup>th</sup> to develop a ballot. Elections will be held by members in the October meeting. It is the responsibility of the incoming officer to contact the outgoing officer to arrange training and discussion of duties of the position, and any upcoming meetings. A majority (meaning > 50% of votes) of those present and voting by proxy will be sufficient for election. {See Voting by Proxy (email) under IV(A)(2)}.
5. The IRNP Executive Committee will meet biannually at their discretion.
6. Duties:
  - a. RLP: Please refer to the NCNA job description available on their website. (See attached Appendix.)
  - b. President: Assists RLP in disseminating information from the NCNA. Will assist RLP with leadership of monthly meetings. Maintains community relationships to keep nurse practitioners visible in the region.
  - c. Vice President: Assumes position of President in his/her absence/illness, and other duties as requested by President and/or RLP.

- d. Secretary: Shall keep the minutes of the meetings (for eventual posting on IRNP website) and assist in dissemination of information, including meeting notices to members. Will assist with necessary communication as needed by IRNP.
  - e. Treasurer: A record of all transactions shall be kept and be available for examination at any time. Dues that are given by the members to provide for mailings and the needs of the organization shall be deposited by the treasurer. Records will be available for review. A report of IRNP's finances shall be given at least every two months or upon request. The Treasurer, with the assistance of the President, will be responsible for any needed tax documentation.
  - f. Continuing Education Coordinator: The purpose of this individual is to assist in setting up the meetings and filing and collecting necessary paperwork to allow for members attending to receive CE hours whenever possible. (This may be a separate officer or this role may at times be assumed by the President, Vice President or other volunteering regularly attending member.)
  - g. Database/Website Coordinator (DWC): The DWC shall maintain participant's information. Messages shall be sent to IRNP members on a timely basis. Under no circumstances shall the email master-list be provided to the public. The DWC will establish and maintain meeting information and a link to [www.IRNP.org](http://www.IRNP.org) on the NCNA website. All messages sent will be kept on file for a year.
7. Compensation: No officer of the organization shall receive any compensation for work done on behalf of the organization.
8. The IRNP Executive Committee is responsible for decisions about CE, proposing policy changes, proposing annual budgets and developing meeting calendars. Bylaws will be reviewed every two years. These will be put on the IRNP website and on the NCNA website via link for members to review.
9. A quorum would consist of a majority of the IRNP Executive Committee officers and would be required for any voted item.
10. Monetary decisions shall be made by a quorum of IRNP Executive Committee officers being in agreement.

### **C. Meetings:**

- 1. There shall be monthly meetings with a brief business and informational session, when appropriate, with an educational session, except for a summer month of the member's choice and December month hiatus.

2. Participants will be notified of meetings by email reminders and postings on the IRNP website, [www.IRNP.org](http://www.IRNP.org).
3. The number of NPs able to participate in each meeting is dependent on the location in which the meeting is held and the availability of funding to support the meeting. Participation will be on a first come first serve basis via an RSVP system. Attendance preference will be given to IRNP members if programs are popular and space is limited *in order to encourage and reward membership*.

#### **Article IV**

##### **A. Amendments with Notice**

1. These may be amended at any meeting of the IRNP by a two-thirds vote of the members present and voting. All proposed amendments shall be referred to the IRNP Executive Committee for study and recommendations. All proposed amendments approved by the IRNP Executive Committee shall be in the possession of the members no less than 30 days prior to the date of the meeting in which the amendments are to be considered. These operating guidelines will be posted on the NCNA website and available by request via email from the IRNP Executive Committee Secretary.

2. Voting by Proxy: This can be done 24 hours or more in advance of a proposed IRNP meeting by sending emailed votes to the President, Vice President or RLP of the IRNP Executive Council since one of these officers is always present which enables proxy votes to be tallied with meeting votes in order to reach a decision.

##### **B. Amendments without Notice**

These will not be allowed.