

APNA New Mexico Chapter Governance Policies (Formerly Bylaws)

ARTICLE 1.

The name of the chapter will be the American Psychiatric Nurses Association, New Mexico Chapter.

ARTICLE 2.

RULES

Section 1- Not For Profit

The chapter is and shall operate as an unincorporated state association within the state of New Mexico and shall have such powers as are now or as may hereafter be granted by the General Not For Profit Corporation Act of the State of New Mexico.

Section 2- Purposes

The purposes of the chapter are to:

- Promote the highest professional standards of practice for psychiatric and mental health nurses in a variety of roles and in diverse settings.
- Provide a forum for exchanging information, experiences, and research leading to better psychiatric and mental health nursing care.
- Facilitate the professional development and further learning of psychiatric mental health nurses through educational programs, conferences and other professional activities.
- Establish a broad communication network for all levels of psychiatric and mental health nurses who practice in varied settings.
- Collaborate with other groups representing various constituencies to influence public and health care policy and shape the provision of mental health care services; and Encourage nurses to enter the practice of psychiatric and mental health nursing and support those in the specialty.

Section 3- Rules

The following rules shall conclusively bind the Chapter and all persons acting for or on behalf of it.

A. 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).

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B. Upon dissolution of the Chapter, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Chapter, dispose of all assets of the Chapter to the American Psychiatric Nurses Association.

C. The Chapter shall not adopt any practice, policy, or procedure which would result in discrimination on the basis of age, sex, religion, national origin, or handicapped condition.

ARTICLE 3.

MEMBERSHIP

Section 1- Members

A. Members shall be those individuals who are registered nurses, pay national dues, and are engaged in pursuits which further the purposes of the Chapter. Members may vote, serve on committees and seek election to the board. Schedule of dues for the local chapter will be the same as the annual dues schedule of the National Chapter.

B. Nursing students and retirees may apply for associate status. Associate status members may not vote, serve on committees, nor seek election to the Board of Directors. Associate status members will pay reduced fees as per APNA national chapter rules.

Section 2- Voting Rights

Each member shall be entitled to one vote on each matter submitted to a vote of the members.

Section 3- Resignation

Any member or associate member may resign by failure to pay national dues.

ARTICLE 4.

MEETINGS OF MEMBERS

Section 1-Regular Meetings

Meetings shall be held monthly at a place to be determined by the Board of Directors. Both conference calls and in person meetings will be held.

Section 2-Annual Meetings

An annual meeting will be held at a place and time designated by the Board of Directors and installation of elected Board members will take place at that meeting.

Section 3-Special Meetings

The Board of Directors may call special meetings as needed.

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Section 4-Notice of Meetings

Written or printed notice stating the place, day, and hour of any meeting of members shall be delivered, either personally, by mail, or E-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.

Section 5- Quorum

The members present at any meeting shall constitute a quorum. For membership this will be 10% and the Board will be 2/3 of the members present.

Section 6 – Board Member Missed Meetings

Four missed meetings per 12 consecutive months that are not explained by the member or excused by the President will result in removal from the APNA NM board.

ARTICLE 5.

OFFICERS

Section 1- Officers

The Board of Directors shall be the following officers and shall be elected by due process:

President
Secretary
Treasurer
President Elect

Section 2-Election and Term of Office

President -2 years
Secretary- 2 years
Treasurer- 2 years
President Elect- 2 years

The outgoing President will act in an advisory capacity for the first year of the new President's term.

Section 3- Nomination and Election

The President, President Elect, Secretary, and Treasurer shall be elected from a slate consisting of at least two candidates for each position. Election shall be mail-in ballot. Officers will be announced and installed at the annual meeting.

Section 4- Vacancies

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

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Section 5-Removal from Office

Any officer may be removed by the Board of Directors whenever it is determined that the best interests of the Chapter would be served by this action.

Section 6- Duties

1. President: The President will be the principal executive officer and shall be the Chairperson of the Board of Directors. He or she shall preside over all meetings of the Board, serve as official liaison between the National APNA chapter and the local New Mexico chapter, and represent the New Mexico chapter in meetings with other organizations.

2. Outgoing President: The outgoing President shall act in an advisory capacity to the President for the first year of the new president's term as needed.

3. President Elect: The President Elect should be able to run meetings in the absence of the President; fulfill the duties of the President in event of absence or disability of the President; work as a partner with the President to ensure that chapter goals are met; fulfill functions assigned by the chapter President; attend board meetings; serve as program chair or other chair as determined by the President or the chapter; and continually look for potential candidates to fulfill the position should a vacancy occur.

3. Secretary: The secretary shall keep minutes of all meetings of the Board, maintain correspondence with the local membership and national chapter, and maintain all records of the New Mexico Chapter.

4. Treasurer: He or she shall have charge and custody of and be responsible for all funds and securities of the Chapter; receive and give receipts for moneys due and payable to the Chapter in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the bylaws; and in general perform all duties as from time to time may be assigned to her or him by the Board of Directors.

ARTICLE 6.

BOARD of DIRECTORS

Section 1 Qualification

The Board of Directors shall be duly elected from the membership.

Section 2-General Powers

The affairs of the APNA, New Mexico Chapter will be managed by the Board of Directors.

Section 3-Quorum

Two thirds of the Board members will constitute a quorum.

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Section 4-Compensation

No member of the Board of Directors shall receive compensation for his or her services.

ARTICLE 7.

COMMITTEES

Committees may be convened by the Board of Directors as needed. The Board will define the charge, term, specify the authority, and appoint the members of committees as required.

ARTICLE 8.

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 of Directors. In the absence of the Treasurer, the Board shall appoint an agent to this duty.

Section 3-Deposits

All funds of the Chapter shall be deposited from time to time to the credit of the Chapter in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 4-Dues

The Board of Directors shall determine the amount of any dues for the chapter.

Section 5- Gifts

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

ARTICLE 9.

BOOKS AND RECORDS

The Chapter shall keep correct and complete books and records of the account and shall also keep minutes of the proceedings of its Executive Board, and any state wide, regional or national meeting.

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ARTICLE 10.

FISCAL YEAR

The Board of Directors shall determine the fiscal year and will coincide with the fiscal year of the National Chapter.

ARTICLE 11.

AMENDMENT TO BYLAWS

These Bylaws may be amended at a Chapter meeting, or at any special meeting, duly called for the purpose of amending the Bylaws, by a majority vote of those present and voting, by mail ballot supervised and counted at the meeting, or by E-Mail ballot supervised and counted at the meeting providing notice of the proposed amendment has been sent to the members at least thirty (30) days bequest or prior to the meeting.

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