

NATIONAL ASSOCIATION OF LICENSED PRACTICAL/VOCATIONAL NURSES, INC.

BYLAWS

AMENDED October 2020

**ARTICLE I
NAME**

SECTION 1. The name of this association shall be the National Association of Licensed Practical/Vocational Nurses, Incorporated, hereinafter referred to as NALPN.

ARTICLE II

OBJECTIVES

SECTION 1. The objectives of the NALPN shall be to serve, to promote, to expand the visibility, and provide education to ensure growth and awareness of the LPN/LVN Profession. To accomplish this, NALPN shall:

- a. Establish standards of practice, and a code of ethics for the Licensed Practical/Vocational Nurses, and interpret them to the public.
- b. Serve as an approval agency for continuing education.
- c. Communicate and cooperate with other organizations of healthcare providers, and with governmental agencies to maintain, and improv standards of healthcare.
- d. Act as a clearinghouse collecting information regarding Practical/Vocational Nursing, and disturbing the information through publication.

**ARTICLE III
MEMBERSHIP**

SECTION 1. Classes, and Qualifications of Members

- a. **ACTIVE Member.** An LPN/LVN, or Military LPN/LVN, who holds a current license issued by and State, Territory, or Possession of the United States. Also includes International who holds a current LPN/LVN or equivalent from any country outside the United States.
- b. **RETIRED Member.** An LPN/LVN who has achieved retirement age, or has retired due to disability, may become a retired member with a reduction in annual dues.
- c. **STUDENT Member.** A student enrolled in an approved School of Practical/Vocational Nursing. Renewal of membership as an ACTIVE member of NALPN shall be contingent upon having obtained the LPN/LVN licensure.
- d. **AFFILATE Member.** A member who is NOT an LPN/LVN, however is interested in promoting the objectives of NALPN.

SECTION 2. Types of Membership.

- a. Membership in a Chapter State Association. All Active, Retired, and Student members that reside in that Chapter.
- b. Membership to any LPN/LVN, Student LPN/LVN, Retired LPN/LVN is a non-Chapter State.
- c. Military LPNs/LVNs member of the U.S. Armed Forces, holding a current valid identification card.
- d. Affiliate Members can be from any area, NOT an LPN/LVN, that are interested in promoting the objectives of NALPN.

SECTION 3. Rights and Privileges of members.

- a. ACTIVE, RETIRED, MILITARY, and INTERNATIONAL Members shall have all the rights, and privileges, including the right to attend all NALPN meetings, speak, make motions, vote, serve on committee, and serve as a delegate to the NALPN House of delegates.
- b. STUDENT Members shall have the privilege of attending NALPN meetings, with the right to speak, however not hold office or vote.
- c. AFFILIATE Members shall have the privilege of attending NALPN meetings, with the right to speak, however not to hold office or vote.

SECTION 4. Revocation of Membership.

- a. Membership in NALPN shall be revoked upon date of revocation of licensure, or upon non-payment of dues on the date dues become delinquent (60 days after expiration date on your membership card)

ARTICLE IV

CHAPTER STATE ASSOCIATION

SECTION 1. An Association of LPNs/LVNs who are members of NALPN in any State, Territory, possession of the U.S. or any International country outside of the U.S., may apply for Chapter State membership by:

- a. Request a Chapter application from the NALPN Office (you will receive a packet)
- b. Fill out the application completely, send in the membership dues with the application, to the NALPN office.
- c. The NALPN Executive Board will review your application, and notify you of acceptance to NALPN as a Chapter State.

SECTION 2. Chapter State Associations

- a. A Chapter State Association shall conform to the Bylaws, policies, and ethics of NALPN.

- b. A Chapter State Association which fails to comply with the NALPN Bylaws, polices, and ethics, may have its Chapter revoked by a two-thirds (2/3) vote by the NALPN EXECUTIVE Board. This vote shall be by ballot.
- c. Notice of proposed revocation shall be given by the NALPN Executive Board, to the Chapter Association at least two (2) months prior to the vote of revocation. The Chapter Association has the right to appear through its representatives before the NALPN Executive Board, and oppose the revocation of its Chapter, before final action is taken.

SECTION 3. Reinstatement

- a. A Chapter state Association whose Chapter has been revoked, may be reinstated as a Chapter Association by a two-thirds (2/3) vote of the NALPN Executive Board. This vote shall be done by ballot

SECTION 4. Chapter Bylaw Changes

- a. Proposed Bylaws changes for any Chapter State Association shall be submitted for review, to the NALPN Bylaws Chairperson. Bylaws changes need to be in three (3) months prior to the Chapter's Annual meeting. The NALPN Bylaw Chairperson will return review within thirty (30) days of the receipt of the proposed changes.

SECTION 5. The Chapter State Association shall:

- a. Submit annually to the NALPN office, within one (1) month after their annual election, the names and contact information.
- b. Notify the NALPN office with any name, contact information changes or a death of a member, promptly.

SECTION 6. Inactive Chapter State Associations

- a. Chapters which no longer conduct state/national business shall be considers inactive.
- b. No current elected officers to maintain communications with NALPN headquarters/or oversee business operations of the Chapter.
- c. No Annual meetings to allow member participation of Chapter Business.
- d. No Chapter elections.
- e. The Chapter Association shall send out letters to any remaining Chapter members requesting opinion/or participation in maintaining an active Chapter, by holding office/or fulfilling Chapter business duties.
- f. If no response to this request is received, the NALPN Executive Board shall vote by two-thirds (2/3) , and shall deem the Chapter as inactive. Vote must be done by ballot.

ARTICLE V

DUES

SECTION 1. The annual. dues shall be:

- a. Active, Military, and International Members \$100.00 (one hundred dollars) , \$65 to NALPN, \$35 reimbursed to the Chapter. (If no Chapter, NALPN receives \$100.00)
- b. Retired Members \$65.00 (sixty-five dollars), \$50.00 to NALPN, \$15.00 reimbursed to Chapter. (If no Chapter NALPN receives \$65)
- c. Student Members \$25.00 (twenty-five dollar), \$20.00 to NALPN, \$5.00 reimbursed to Chapter.
- d. Affiliate Members \$60.00 (sixty dollars), \$55.00 to NALPN, \$5.00 reimbursed to Chapter.

SECTION 2. Payment of Dues

- a. Renewal notices shall be mailed to members from the NALPN office Forty-five (45) days prior to expiration date.
- b. All dues shall be sent via mail or online (NALPN website) to the NALPN Office on or before the expiration date.
- c. For Chapters that have local divisions, it is the Chapter Treasurer responsibility to distribute the local dues back to the local division (according to their bylaws).

SECTION 3. Notification of Delinquency.

- a. The NALPN Office shall email a current membership roster to each Chapter Treasurer the first week of every month.
- b. The Chapter Association shall within thirty (30) days of the expiration date, notify members whose membership has expired, and their name will be removed from the membership roster, unless paid within Sixty (60) days from the expiration date on the membership card.
- c. The NALPN office shall within thirty (30) days of the expiration date, notify Non-Chapter State members, whose membership has expired, and their name will be removed from the membership roster, unless dues are paid within sixty (60) days from the expiration date on the membership card.

ARTICLE VI

NALPN EXECUTIVE BOARD

SECTION 1. The officers of NALPN shall constitute the Executive Board.

- a. NALPN Officers includes: President, Vice President, Secretary, Treasurer, and Four (4) Directors.

SECTION 2. The NALPN Executive Board shall:

- a. Transact business of NALPN between conferences, including the adoption of a budget, establish of bank accounts, and designation of check signers, which are: President, or Vice President, and the Treasurer, two (2) of whom shall sign each check.
- b. Maintain a NALPN office, and contract the services of a management company for conducting the daily business of NALPN.
- c. Establish written polices, and procedures for the operation of NALPN.
- d. Procure a surety bond for the President, Vice President, and Treasurer.
- e. Select an accountant to review, and prepare a monthly report of the NALPN financial records, to include receipts, and disbursements of all accounts
- f. Select a Certified Public Accountant to review, and prepare an annual report of the NALPN financial records, to include receipts, and disbursements of all accounts. The report shall be completed prior to the Annual Conference. The Fiscal year shall be July 1st-June 30th.
- g. Fill vacancies otherwise not provided for.
- h. Determine the registration fee for Conferences.
- i. Approve the appointments to standing, and special committees.
- j. Provide for the implementation of actions, and directives of the NALPN House of Delegates.

SECTION 3. Vacancy of officers:

- a. An office shall be declared vacant if an officer is absent from two (2) successive NALPN Executive Board meetings, without adequate excuse.

SECTION 4. Between meetings of NALPN Executive Board:

- a. The President may submit any matter, that does not require immediate action, to each NALPN Executive Board member. Notification shall be identical, and sent via email/mail. Vote shall be cast by email/mail.

SECTION 5, NALPN Executive Committee:

- a. The NALPN Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer
- b. The NALPN Executive Committee shall act on all matters requiring immediate action between meetings by the NALPN Executive Board. These meetings shall take place either by meeting, or conference call. Any action taken, shall be reported by the Secretary to the members of the NALPN Executive Board, no later than thirty (30) days after said action, and shall be made part of the minutes at the next NALPN Executive Board meeting.

ARTICLE VII

OFFICERS

SECTION 1. The NALPN Officers shall be:

- a. President, Vice President, Secretary, Treasurer, and four (4) Directors.

SECTION 2. Terms of Office

- a. Term of each officer shall be two (2) years, or until a successor is elected, and shall begin at the adjournment of the Conference, at which the officer is elected.
- b. No member shall serve more than two (2) consecutive terms in the same office.
- c. A portion of a term greater than half, shall be considered a full term.

SECTION 3. Vacancy of Office:

- a. In the event of a vacancy occurring in any office of President, the Vice President shall become President for the remainder of the term.
- b. In the event of a vacancy occurring in any office, except President, the office shall be filled by the NALPN Executive Board, until the next Annual Conference, when a new officer shall be elected to fill the remainder of the term.
- c. In the event an office is elected to another position at the Annual Conference, a special election shall be held prior to the dismissal of the House of Delegates, to fulfill the remainder of the term, to the office vacated.

SECTION 4. Candidates for Officers:

- a. Each candidate shall have been a NALPN member for the past three (3) years, and has served as a Delegate no less than two (2) years to the Annual Conference.
- b. A member of NALPN, whom is a member of the Board for another National Practical/Vocational Nursing Association, is not eligible to serve as an officer of NALPN
- c. If an officer of NALPN becomes an officer of another National Practical/Vocational Nursing Association, that action shall be deemed a resignation from office of NALPN.
- d. All candidates for office of NALPN shall hold a current License or equivalent for LPN/LVN.
- e. No Candidate shall hold a dual license as an LPN/LVN, and a RN.
- f. Officers/Directors completing their RN education during their term, shall resign that office upon receiving their licensure for RN.

SECTION 5. Duties of officers:

- a. President shall:
 1. Preside at the House of Delegates at the Annual meeting.
 2. Serve a chairman of the NALPN Executive Board.

3. Appoint all standing, and special committees as necessary, except for the Nominating Committee, with the approval of the NALPN Executive Board.
 4. Be ex-official member of all committees except the Nominating Committee.
 5. Perform all other duties to his/her office, and as prescribed parliamentary authority.
- b. Vice President shall:
1. If the President is absent, or unable to serve, the Vice President shall assume all duties of the President
 2. Shall serve as the Chairperson of the Convention Planning Committee.
- c. Secretary shall:
1. Record the minutes of all meetings of the NALPN Executive Board, and Executive Committee, and the House of Delegates.
 2. Submit minutes within sixty (60) days, to the NALPN Office, and NALPN Executive Board of Directors.
 3. Read all official papers or communications to the Conference, and the NALPN Executive Board.
 4. Receive all reports of the NALPN officers, and committee chairperson (including the Nomination Committee) , no later than twenty-one (21) days prior to the NALPN Executive Board meeting, and no longer than sixty (60) days prior to the Annual Conference, and immediately upon adjournment of Annual Conference, submit one (1) copy to the President, and one (1) copy to the NALPN office.
 5. Keep Nominations, ballots, and credentials of the voting body from the Annual Conference for one (1) year, after election.
 6. Submit a report to the NALPN Executive Board, within thirty (30) days, any action taken by the Executive Committee requiring immediate action.
 7. Serve as Co-Chairperson to the Convention Planning Conference.
- d. Treasurer shall:
1. Serve as the Chairperson for the Finance Committee
 2. Sign all check as required.
 3. Oversee the selected accounting firm in preparation off all NALPN financial reports.
 4. Ensure monthly financial report of all receipts, and disbursements is sent to the NALPN Executive Board, and Finical Committee, no later than thirty (30) days after current monthly bank statement has been received.
 5. Prepare, and present in writing a complete line item year-end financial report of all receipts, and disbursements of all accounts, to include each category, and line item, to the Chapter State Presidents at the Annual Conference. (Any NALPN member can request in writing to the NALPN Treasurer, a copy of this year-end financial report.)
 6. Present the review of the certified Public Accountant of the financial records to the House of Delegates at the Annual Conference. Copies of the financial review are to be sent to Chapter State Presidents two (2) weeks prior to the start of the Annual Conference.

7. Present the adopted budget for the new fiscal year (July 1st-June 30th the following year) to the House of Delegates at the Annual Conference.
- e. Directors shall:
 1. Assist with policy making.
 2. Serve as a member of the committee, and perform such other duties as determined by the President.

SECTION 6. Immediate Past President shall:

- a. Upon the election of a New President, the immediate Past President shall serve as an advisor to the newly elected President for one (1) year following their election.
- b. The duties of this advisor shall include, but not limited to support of the new President, mentoring, and transitioning of officers, and Directors, and providing history of the organization.
- c. This advisor shall have voice, but no vote on the NALPN Executive Board or NALPN Executive Committee.
- d. All officers, and committee chairperson shall submit to the NALPN office all properties belonging to NALPN within two (2) weeks following leaving their respective office.

ARTICLE VIII

NOMINATIONS AND ELECTIONS

SECTION 1. Election Process shall:

- a. Elections shall be by ballot. Proxy voting is not permitted.
- b. Election of officers, and Directors shall be conducted at the Annual Conference
- c. All NALPN Members (Active, Retired, Military, and International) in attendance at the Annual Conference are considered Delegates, and may vote on all issues.
- d. Qualifications to run for a NALPN Office are: Must have been a NALPN Member for three (3) years, and have attended at least two (2) Annual Conferences.
- e. The President, Treasurer, and two (2) Directors shall be elected on the odd numbered years.
- f. The Vice President, Secretary and two (2) Directors shall be elected on the even number years.
- g. Nominations from the floor shall be in order following the report of the Nominating Committee.
 1. A Members making a nomination from the floor, shall submit the nominee's name, and written consent to serve, if elected. This consent is to be given to the NALPN Secretary immediately following the nomination.

- h. All nominations, ballots, credentials of voting body, and other records of the election shall be preserved of one (1) year after the election. This will be kept by the NALPN Secretary.

ARTICLE IX

MEETINGS

SECTION 1. NALPN Meetings shall be:

- a. The Annual Conference of the NALPN shall be held in the month of August, September, or October, at the times, and place selected by the NALPN Executive Board.
- b. A quorum for the Annual Conference shall consist of the majority of the Delegates registered at the Annual Conference.

SECTION 2. NALPN Executive Board meetings shall:

- a. Regular meetings shall be held immediately prior to, and following the Annual Conference, and at one other time during the year, the date to be selected by the NALPN Executive Board. A quorum shall consist of a majority of the Board, two (2) of who shall be members of the NALPN Executive Committee.
- b. Special meetings may be called by the President, upon the signed request of a majority of the members of the NALPN Executive Board.
- c. All NALPN Executive Board, and Executive Committee meeting shall be open to any NALPN Members desiring to attend. The only exception would be majority of the NALPN Executive Board/Committee has voted to go into Executive Session to discuss a sensitive matter.
- d. A copy of the NALPN Executive Board and/or Committee meeting minutes shall be made available to any NALPN member upon written request, and payment of printing, and postage. No charge, if minutes are sent by email.

SECTION 5. Special Circumstances:

- a. If travel is curtailed, or forbidden, so as to prevent holding an Annual Conference, voting by mail/email for the purpose of electing officers, the Nominating Committee, and adopting amendments is hereby authorized. The NALPN Executive Board is empowered to prescribe full, and appropriate procedure for the purpose thereof.
- b. If it is impossible to hold a Annual meeting because of war, a natural disaster, or other emergency, the NALPN Executive Board is empowered to function on behalf of NALPN.

ARTICLE X

STANDING COMMITTEES

SECTION 1. Standing Committees

- a. Standing Committees are constituted to perform a continuing function, and remain in existence permanently, or for the life of the assembly that established them.
- b. Standing Committees shall consist of Chairperson, Vice Chairperson, and at least, but not limited to one (1) other member.
- c. If the Chairperson is absent, or unable to serve, the Vice Chairperson shall assume the duties of the Chairperson.
- d. Each Standing Committee shall serve their term concurrent with the President.
- e. A quorum for a committee shall consist of the majority of the members of that committee.
- f. A Committee Chairperson may request from the President, and NALPN Executive board, the removal, and replacement of a committee member that is inactive, and non-responsive to the duties of the committee.

SECTION 2. Types of Standing Committees:

- a. Awards Committee shall:
 1. Promote, and recognize outstanding achievements of the LPNs/LVNs that are, and continue to be members in good standing of NALPN.
 2. Honor these individuals during the Annual Conference.
- b. Bylaws Committee shall:
 1. Consider for approval, all proposed amendments to the NALPN Bylaws.
 2. Provide a copy of the approved proposed amendments to the NALPN on, or before June 15th of each year.
 3. Present Proposed Bylaws to the Delegates at the Annual Conference, for voting.
- c. Continuing Education shall:
 1. Develop, and promote continuing education programs for LPNs/LVNs.
 2. Compile and distribute information on education facilities, and resources.
 3. Encourage, and motivate LPNs/LVNs to pursue continuing education.
 4. Work cooperatively with agencies in the development of continuing education programs for LPNs/LVNs.
- d. Conference Planning shall:
 1. Prepare, organize, and present an agenda for the Annual NALPN Conference.
 2. Consist of the Executive Committee, and three (3) other members.
 3. Be chaired by the Vice President, and co-chaired by the Secretary.
- e. Credentials Committee shall:
 1. Keep accurate records of all in attendance to the House of Delegates at each Business Session.

2. Report record to the House of Delegates at each Business Session.
 3. Check credentials of current membership status for voting.
- f. Ethics Committee shall:
1. Receive, review, and respond on written complaint of conduct of any NALPN member, when conduct is injurious to the organization, or another person, or where any major infraction of the organization Bylaws has occurred.
- g. Finance Committee shall:
1. Prepare, and present an Annual Budget to the NALPN Executive Board for adoption.
 2. Present the approved budget to the HOUSE of DELEGATES AT THE Annual Conference.
- h. Governmental Affairs shall:
1. Inform NALPN of pending Federal legislation pertaining to nurses, nursing, healthcare and education.
 2. Recommend policy, and action concerning State, and Federal legislation, regarding Practical/Vocational Nursing education, and practice.
- i. Committee of Members of State Boards of Nursing shall:
1. Be composed of LPNs/LVNs serving on State Boards of Nursing.
 2. Inform and/or recommendations, to the NALPN Executive Board of changes pertaining to Nursing, education, licensure, and practice, that would affect LPNs/LVNs in their State.
- j. Membership Committee shall:
1. Study, and evaluate matters affecting membership in the association.
 2. Develop plans to retain members, and increase membership. Such plans shall be subject to the approval of the NALPN Executive Board.
- k. New Chapter State shall:
1. Promote joining NALPN as a Chapter State.
 2. Be a contact for people interested in starting a Chapter State.
 3. Send people interest in starting a new Chapter state, a packet of information, with step, by step process.
 4. Keep the NALPN Executive Board informed of possible recruitments.
- l. Resolutions/Position shall:
1. Prepare, and present resolution/position statements, that affect the education, and practice of LPNs/LVNs.
 2. Vote on said resolutions/ position statements at the Annual Conference, by the House of Delegates at the Annual Conference.
- m. State Presidents shall:
1. Make recommendations to the NALPN Executive Board on Matters pertinent to the Chapter state Association, programs on matters of mutual interest.
 2. Plan for, and conduct a joint Conference of State Presidents, and NALPN Executive Board, at the Annual Conference.
- n. Strategic Planning shall:

1. Ensure goals set forth for NALPN are recognized, and implemented.
 2. Review goals on an annual basis, to update as progress is made.
- o. Student Affairs shall:
 - p. Organize, and conduct a Student Day Program, at the Annual Conference.
 - q. Develop plans for recruitment of student members, and further collaborate with Practical Nurse/Vocational Nurse Educators/Schools. Such plans shall be subject to the approval of the NALPN Executive Board.
 - r. Ways and Means shall:
 1. Consider ways to generate funds for NALPN.

ARTICLE XI

HOUSE OF DELEGATES

SECTION 1. House of Delegates shall:

- a. Take position, determine policy, and set direction on issues on a National nature.
- b. Elect members of the NALPN Executive Board, and Nominating Committee.
- c. Adopt, and amend Bylaws when necessary.
- d. The House of Delegates shall be composed of NALPN Executive Board, Past Presidents, Members of NALPN attending the Annual Conference. Credentials of Delegates will be checked at the Annual Conference before voting.

ARTICLE XII

AMENDMENTS

SECTION 1. Bylaws Changes shall:

- a. These Bylaws may be amended at the Annual Conference.
- b. All proposed changes are to be submitted to the NALPN Bylaws Chairperson for consideration, on, or before April 1st. prior to the Annual Conference.
- c. These Bylaws may be amended by two-thirds (2/3) vote at the Annual Conference, provided that notice of the proposed bylaws changes have been emailed/mailed to the NALPN Members at least thirty (30) days prior to the Conference.
- d. These Bylaws may be amended at any NALPN Annual Conference, without any previous notice by a nine-tenths (9/10) vote.
- e. Any amendment adopted by NALPN, shall be automatically become part of the Bylaws of the Chapter State Association, and need not be submitted to the NALPN Bylaws Committee for approval.
- f. The Bylaws Committee may make editorial changes, which in no way alter the intent.

ARTICLE XIII

PARLIMENTARY

AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the meetings of NALPN in all casa to which they are applicable, and not inconsistent with theses Bylaws.