

Midwest Association for Nursing Professional Development (MANPD)
BY-LAWS

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Article I NAME

The name of this organization shall be Midwest Association for Nursing Professional Development (MANPD) which is an affiliate of the Association for Nursing Professional Development (ANPD).

Article II PURPOSE AND OBJECTIVES

Section I - Purpose

The purpose of MANPD to act as an official organization for and in support of nursing professional development/educators in health care settings.

Section II – Objectives

The objectives of the MANPD shall be to:

1. Provide for sharing of educational information and resources.
2. Assist members in continuous development, improvement, and practice of education in health care settings.
3. Support networking and mentoring among its members.

Article III MEMBERSHIP

1. Any registered nurse involved with nursing professional development and/or continuing education of nursing staff becomes a regular member upon payment of dues.
2. Nursing professional development/educators licensed in other disciplines may also be involved in MANPD upon payment of dues
3. An honorary member is a member recognized by the organization for outstanding contributions to nursing professional development or continuing nursing education. An honorary member is dues exempt.
4. All members are encouraged to join the Association for Nursing Professional Development (ANPD).
5. Board members will be current members of ANPD.

Section I - Dues

1. Membership year will run from January 1 to December 31.
2. Renewal notices will be sent by e-mail in January.
3. Dues will not be prorated.
4. A member who has not paid annual dues within two (2) months after the final renewal date shall have their membership terminated.

Section II - Termination of Membership

Membership in the organization may be terminated by the Board for failure to pay dues or non-compliance with any pertinent provisions of the bylaws of MANPD.

Article IV OFFICERS

1. The leadership of this organization shall be the Board and shall consist of: President, President-Elect, Secretary, Treasurer, and Webmaster. The Board is elected by the membership. Duties of the Board include:

- a. Represent organization to ANPD and other organized professional groups with related missions and goals.
- b. Approve use of funds.
- c. Oversee committees and delegate responsibilities as necessary.
2. The responsibilities of the Officers are as follows:
 - a. President: Preside over meetings; conduct business of the organization; submit Memorandum of Understanding (MOU) Affiliate Agreement to ANPD.
 - b. President-Elect: Preside over meetings in the absence of the President; coordinate program planning with members; act in the absence of the President; coordinate membership and recruitment activities.
 - c. Secretary: Record and distribute minutes and send out communications to membership
 - d. Treasurer: Receive, deposit, and maintain records of funds received by the organization; maintain roster of current members; collect dues; pay bills of the organization; provide membership with a summary of receipts and disbursements.
 - e. Webmaster: Maintain MANPD website and maintain electronic records.
3. Terms of office:
 - a. Terms of office are for two (2) years.
 - b. The terms of office will begin and end in January or as determined by the Board.
 - c. The President-Elect shall be elected every two (2) years. This Officer will serve in this position for two years and subsequently serve as President for the following two (2) years.
 - d. The Secretary, Treasurer, and Webmaster will be elected biannually.
 - e. Goal to have half of board to be elected each year (Treasurer and Secretary in even years; president-elect and Webmaster in odd years)
 - f. The President, Secretary, Webmaster, and Treasurer are permitted to serve no more than two consecutive terms in the same position on the Board. President and President-elect shall be limited to one term each (this will be four (4) years total).
4. Vacancies that occur mid-term shall be filled as follows:
 - a. The President's terms shall be completed by the President-Elect.
 - b. The President shall appoint a member to complete the term of other vacated offices.

Article V ELECTIONS

1. The Board elections will take place in the fall of the year with new board in place by January 1.
2. The Board shall request nominees from members approximately three (3) months prior to ballot mailing date.
3. After receiving nominations, the Secretary will email ballots to members one month prior to the election date.
4. Voting received after the designated return date will not be accepted.
5. The Officers shall be elected by a simple majority of returned ballots.
6. The newly elected Officers shall be announced by email, posted on the MANPD website, and the next meeting closest to when the vote occurred.

Article VI VOTING PROCESS

1. Only members in good standing/paid members may vote.
2. Honorary members are not eligible to vote.
3. Voting may be done via electronic ballot.
4. Ballot return date will be determined by the Board.
5. Results will be shared at the next meeting closest to when the vote occurred. Elected board members will be notified prior to meeting.

Article VII MEETINGS

Section I - Calendar Year

The fiscal year will run from January 1 to December 31.

Section II – Meetings

1. The MANPD shall meet on a schedule determined by the Board.
2. The Board will meet two (2) times per year or as determined by need. Meetings are open to the membership.
3. Special meetings or additional meetings may be called at the request of a Board member or current member.
4. Members may attend Board meetings and/or bring concerns before the Board.
5. As determined by the Board, general meetings may take place prior to or during a planned educational event.

Section III - Cancellation of meetings

1. The President is responsible for canceling meetings.
2. The Secretary will be accountable for notification of members via email and webmaster will post on MANPD website.

Article VIII COMMITTEES

1. The Board shall name special committees.
2. Members of special committees will be approved by the Board.

Article IX FINANCES

1. The Board will approve any expenditures paid out through MANPD.
2. A financial report will be presented at the membership meetings (biannually).

Section I - Membership Fees:

1. Membership fees will be determined by the Board based on projected revenue and expenses.
2. There shall be no MANPD dues for current officers on the Board.
3. Officers and other committee members may submit receipts for reimbursement to the Treasurer for expenses incurred for MANPD.
4. ANPD membership fee for President may be paid by MANPD, as determined/approved by the Board and based on budget review on a yearly basis.

Article X AMENDMENTS TO THE BY-LAWS

1. The By-laws should be reviewed every other year at end of calendar year.
2. The Bylaws may be altered, amended, or replaced with input from the members.
3. Any proposed changes should be sent to all members to review prior to voting. All proposed changes/amendments will also accompany the ballot.
4. Ballots will be distributed as described under “Voting”.
5. Ratification of the By-laws will be reported at the next meeting closest to the ratification date and posted on the Midwest Association for Nursing Professional Development website.

Article XI DISSOLUTION OF THE ORGANIZATION

1. The Board provides MANPD membership 90 days' notice of a special meeting called for consideration of dissolution.
2. Dissolution is approved by two-thirds of the voting members via email.
3. Upon dissolution of the MANPD, the Board shall pay or make provision for the payment of all liabilities of the organization.
4. The Board shall dispose of all remaining assets of the association exclusively for the purposes of the organization.
5. The Board shall inform the ANPD National Office of dissolution.