

## **NLNPA Bylaws**

### **Article I – Name**

Newfoundland and Labrador Nurse Practitioner Association hereafter referred to as NLNPA.

### **Article II – Affiliation**

NLNPA is a provincial partner of the Canadian Association of Advanced Practice Nurses (CAAPN).

### **Article III – Object**

The object of the NLNPA is to support and promote Nurse Practitioner (NP) Practice and Education in the province of Newfoundland and Labrador (NL) by:

- (a) promoting NP Standards for Nursing Practice;
- (b) promoting NP nursing practice, integration, education, research, and administration;
- (c) providing consultation to NPs and key stakeholders;
- (d) collaborating with consumers and stakeholders;
- (e) promoting and facilitating access to continuing education opportunities for NPs;
- (f) lobbying for healthy public policy;
- (g) promoting and advocating for the role of NPs.

### **Article IV- Membership**

1. There shall be three (3) categories of NLNPA members.

1.1. Full membership shall consist of licensed NPs holding a practicing or non-practicing membership with the ARNNL.

Full membership shall:

- pay an annual fee as determined by vote of membership;
- have full voting privileges;
- be eligible to hold office and serve on committees;
- have access to consultative services;
- remain in good standing as long as dues are paid; and includes membership to CAAPN.

1.2. Associate members shall:

- Include Nurse Practitioner Students;
- pay a fee as determined by vote of membership;
- student membership will be free;
- be non-voting members;
- be eligible to serve on committees;
- not eligible to hold office;

- pay a fee as determined by vote of membership;
- be non-voting member;
- be eligible to serve on committees;
- not eligible to hold office;
- includes membership to CAAPN.

1.3. Honorary members shall:

- be exempt from paying fees;
- be non-voting members;
- be eligible to serve on committees;
- not eligible to hold office;
- may be conferred upon a member who has made contributions to NLNPA and the NP profession. Candidates will be nominated by another member but must be approved by executive members.

1.4. Members may resign from the NLNPA at any time. There will be no refund of dues with resignation.

1.5. Members delinquent in the payment of membership fees by more than sixty (60) days after the membership expiration shall be considered as resigned. There shall be no prorating of fees.

**Article V – The NLNPA Executive Committee**

The NLNPA Executive Committee is the governing body responsible for the activities of the NLNPA.

1. The Executive Committee shall be: President, President Elect, Secretary, Treasurer and Communications Director. The Past-President acts as an advisor to the Executive Committee.

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2. All officers shall be elected to a two-year term immediately following their election during the Annual General Meeting (AGM).
3. Members may hold office for up to three terms and in extenuating circumstances, where a position is unable to be filled. Elected and appointed executive members can serve an additional one-year term.
4. A member shall be eligible for re-election to the Executive Committee after a lapse of one year.
5. All officers shall maintain active membership and are required to attend 75% of executive and general membership meetings.
6. An officer may resign at any time by written notice to the Executive Committee.
7. In circumstances where the entire executive is scheduled to change over, because of resignations, elected executive members and appointed executive members can serve an additional one-year term to allow for staggering of members from the Executive Committee.
8. The Executive Committee may fill vacancies until the next scheduled balloting. Where possible an individual should not hold more than one office at a time.
9. A two-thirds vote is required at any AGM or special meeting called for the purpose to remove any elected officer for due cause before the expiration of their term and appoint another member to complete the term.
10. The duties of the Executive Committee and its members shall be as follows:
  - 10.1. The President (or designate) shall chair all meetings of the NLNPA and the Executive Committee. The President (or designate) shall act as an official spokesperson for the NLNPA. The President (or designate) shall prepare an annual report to present to the Membership.
  - 10.2. The President Elect works with the President and other Executive Officers to learn about the NLNPA and role of the President. In the absence of the President, chairs and sets the agenda for Executive Committee meetings or the General Meeting.

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- 10.3. The Secretary shall maintain the minutes of all meetings, attend to correspondence under the direction of the Executive, and maintain an accurate listing of members in conjunction with the Treasurer.
- 10.4. The Treasurer is a signing officer, with one additional executive member. The treasurer shall keep records of all monies received and disbursed, prepare financial statements, and present such statements and a projected budget at the AGM. The Treasurer will receive and process membership applications and annual fees for the NLNPA and CAAPN and maintain an active membership list. The treasurer shall provide a quarterly report. The treasurer shall arrange an annual audit.
- 10.5. The Communications Director shall prepare updates and articles for the media or other print or multimedia sources in collaboration with the executive and members. The director shall also liaison with the web administrator in keeping the website up to date.

**Article VI - Nominations and Elections**

1. There shall be a Nominations Committee consisting of four members, one of whom shall be appointed chairperson by the committee. Where possible, there should be one representative from each health authority and/or employers.
  - 1.1. This committee shall implement the procedure for getting nominations for the elected offices, receive nominations submitted for all elected offices, and present a ticket to the Executive Committee eight (8) weeks before the AGM. If insufficient nominations are received, the committee must use reasonable efforts to ensure a contended election for office, including at the time of AGM.
2. The election of offices shall be held during the Annual General Meeting.
  - 2.1. Active members with full membership shall be eligible for office, except as precluded in Executive Committee bylaws.
  - 2.2. The candidate receiving the majority of votes shall be elected. In case of a tie vote, a member of the nominations committee will draw lots to break it.

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- 2.3. The Executive Committee shall appoint two scrutineers to count the ballots and report the results to the nominations committee chair. The nominations committee chair will report the results to the general membership.

**Article VII – Meetings**

1. A provincial meeting of NLNPA shall be held every year and be designated an Annual General Meeting (AGM).
  - 1.1. The AGM shall be held at the call of the President.
  - 1.2. Members shall be advised of the agenda, date, time, and place of the AGM at least six weeks in advance.
2. Executive Committee meetings may be convened by the president or any two members of the Executive Committee at any time but at least quarterly.
  - 2.1 Notice of meetings shall be communicated to each Executive Committee member not less than one week prior to the meeting date.
  - 2.2 Fifty percent (50%) plus one of the executive membership shall be a quorum at any given meeting. A quorum is required for voting.
3. The NLNPA may call a special meeting on the written request from 30% of the voting members.
  - 3.1 Written notice of special meetings shall be served to members at least 14 days before the meeting.
  - 3.2 A statement of the purpose for which a special meeting is called shall be sent to the members with the notice of the meeting.
4. Thirty percent (30%) of the membership of the NLNPA shall be a quorum at any given meeting. A quorum is required for voting.
5. Eligible members can vote using the following formats, showing of hands, telephone, ballot, or electronic.
  - 5.1 As deemed by the executive, special voting can be conducted to address time sensitive issues that are critical to conducting business of NLNPA.

5.2 Members will be notified regarding the special vote and the rationale for the special vote via email or telephone.

7. The place of any meeting shall be/may include a physical and/or virtual location.

### **Article VIII – Committees**

1. The committees of the NLNPA shall consist of two categories: standing committees and Special committees, to be appointed by the Executive Committee as required. An executive member shall be assigned to all committees, as requested by the president.
2. Standing Committees of the NLNPA are:
  - Bylaws
  - Executive
  - Nominations
  - Scholarship and Education
3. Special Committees are those committees established by the president, the executive committee or by resolution from members at the Annual General Meeting.
  - Conference Planning Committee
  - Ad Hoc Committees as may be deemed appropriate
4. There shall be a Conference Planning Committee consisting of at least 4 NLNPA members. The Committee shall have at least one representative from the NLNPA executive committee and a representative from the contracted event planning vendor.
  - 4.1. NLNPA shall seek a credible event planning vendor and negotiate a fair contract price whereby the NLNPA pays a contract fee to the event planner for services rendered.
  - 4.2. NLNPA shall work collaboratively with the contracted vendor to develop a proposed budget and an actual conference budget. Both budgets will be reviewed by the executive committee.
  - 4.3. Revenue generated from all conferences should be made payable to NLPNA within a reasonable time frame following the event. Generated revenue should not remain with any third party.

### **Article IX – Finances**

1. There shall be an annual fee (dues) for full and associate members.
  - 1.1. The annual membership fee for each category of membership shall be recommended by the Executive Committee and approved by the majority of members at the AGM.
  - 1.2. Notification of a proposed change of fee shall be sent to the membership at least two (2) months prior to the AGM.
  - 1.3. The membership year shall begin April 1st and end March 31st
  - 1.4. Annual fees shall be payable at any time and not prorated for less than a year membership.
2. An audit will be conducted by non-executive person/party on an annual basis.

### **Article X – Amendments**

1. Amendments to the bylaws may be adopted at any AGM by a two-thirds (2/3) vote of those members in attendance.
2. Proposed amendments shall be submitted in writing to the Executive Committee at least twelve (12) weeks in advance of the AGM and circulated to the members at least eight (8) weeks prior to the vote.
3. Non-receipt of notice by a member shall not invalidate the amendment.

### **Article XI – Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern NLNPA except in cases specified by these bylaws, standing rules, or special rules of order adopted by the members.

Adopted June 2000

Revised and Adopted June 2005

Revised and Adopted September 2010

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Revised and Adopted September 2011  
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