

CHAPTER BYLAWS

Los Angeles Chapter of Society of Pediatric nurses

Revised September 2017

ARTICLE I: NAME AND STATUS

Section 1. Name

The name of this organization shall be the Los Angeles Chapter of the Society of Pediatric Nurses (LA SPN). This organization is a chapter chartered by the Nation Society of Pediatric Nurses (SPN) whose bylaws regulate this chapter and its members.

Section 2. Tax Status

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal revenue Code, or corresponding section of any future federal tax code.

Article II: MISSION AND GOALS

Section 1. Mission

The mission of SPN and the LA Chapter is to champion the specialty of pediatric nurses by supporting its members in their practice. The LA chapter will promote excellence in nursing care of children and their families through education, advocacy, and research.

Section 2. Goals

The goals of the SPN are to:

- A. Provide an array of contemporary programs, products, and services to meet member/customer needs.
- B. Be positioned as the premier associate for pediatric nurses and recognize as the authoritative voice for the pediatric nurses and pediatric nursing.
- C. Identity and develop future leaders.
- D. Remain fiscally strong.

In addition, the LA Chapter will:

- A. Support its membership ion promoting quality health and nursing care of children.
- B. Advocate for accessible, affordable, comprehensive healthcare services for children.
- C. Promote advancement in the art and science of pediatric nursing through interactive efforts among all nurses in practice, research, education, and administration.
- D. Establish positions and standards of practice.
- E. Collaborate with other healthcare professional, child care advocates, and related organizations.
- F. Increase awareness of Pediatric Nursing through outreach to schools.

ARTICLE III: MEMBERSHIP

Section 1. Classification

Membership in this chapter shall be open only to members of SPN. There shall be six categories of membership: Regular, Associate, Student, Retired, Honorary, and Lifetime.

Section 1.1 Regular Membership

Regular members are licensed Registered Nurses who are employed or interested in pediatric nursing. Regular members may vote, hold office, and serve on committees.

Section 1.2 Associate Membership

Associate members are individuals other than registered nurses who are interested in the care of children. Associate members may be appointed to committees. Associate members may not vote or hold elected office.

Section 1.3 Student Membership

Student members are full-time students who are interested in pediatric nursing. Student members have all rights and privileges of Associate Membership.

Section 1.4 Retired Membership

Retired members are individuals who have retired from professional employment. Retired members shall have the rights and privileges of their designated membership category.

Section 1.5 Honorary Membership

Honorary membership is awarded to non-members in recognition of their distinct contributions to the health care of children, their families, and to the field of pediatric nursing. Honorary members have all the rights and privileges of Associate Membership.

Section 1.6 Lifetime Membership

Lifetime membership is extended to all past presidents at the end of their term. Lifetime members have all the rights and privileges of Regular Membership.

Section 2. Dues

National SPN shall establish dues and fees for chapter membership.

Section 3. Membership Meetings

Three meetings per year of the chapter shall be held at a place determined by the Board of Directors. One annual meeting of chapter board members shall be for the purpose of receiving reports of officers and committees and for any other business that may arise. The other two meetings shall be held in the interest of providing an environment for the membership to collaborate, network and receive education.

Section 4. Special Meetings

Special meetings may be called by the President or by the Board of Directors, and shall be called upon the written request of 5 members of the Chapter. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least 3 days' notice shall be given.

Section 5. Elections and Voting

A majority of the members of the chapter present or responding to a vote shall be sufficient to authorize action or shall constitute a vote.

ARTICLE IV: OFFICERS AND BOARD OF DIRECTORS

Section 1. Officers

The Chapter officers shall be a President, President Elect, Vice-President, Secretary, and Treasurer. The chapter may elect to combine two of the officer positions, excluding the President. The President, with the approval of the Board of Directors, shall appoint such other persons as may be necessary to conduct the business of the chapter.

Section 1.1 President

The President shall be the Chief elected Officer of the Chapter and shall:

- 1.1.1 Serve as the official spokesperson for the Chapter
- 1.1.2 Prepare the agenda and preside at the meetings of the Board of Directors and at all membership meetings.
- 1.1.3 Appoint the chairpersons of all committees with the advice and consent of the Board of Directors and serve as an ex-officio member of all committees except the Nominating Committee.
- 1.1.4 Have authority to sign all checks, disbursements, and legal documents.
- 1.1.5 Be responsible for providing the annual activity and financial reports to SPN.

Section 1.2 President Elect

The President Elect shall:

- 1.2.1 Assist the President in the performance of his/her duties.
- 1.2.2 Perform the duties of the President or Vice President when requested
- 1.2.3 Shall assume the office of the President at the end of the President's term.

Section 1.3 Vice President

The Vice President shall:

- 1.3.1 Perform the duties of the President in the absence or inability of the President.
- 1.3.2 Act as the Chair of the Education Committee.
- 1.3.3 Perform other duties as delegated by the President or the Board of Directors.

Section 1.4 Secretary

The Secretary shall:

- 1.4.1 Record all minutes of the meetings of the Board of Directors and membership
- 1.4.2 Maintain correspondence with SPN.
- 1.4.3 Disseminate information to the chapter members and other organizations.
- 1.4.4 Maintain and update the chapter website and facilitate in media coordination.
- 1.4.5 Perform such other duties as delegated by the President or the Board of Directors.

Section 1.5 Treasurer

The Treasurer shall:

- 1.5.1 Obtain an Employer Identification Number from the IRS and maintain a checking a checking/savings account.
- 1.5.2 Have the authority to sign all checks, disbursements and legal documents.
- 1.5.3 Maintain a full and accurate record of receipts and disbursements of funds belonging to the Chapter.
- 1.5.4 Present an annual financial report to the Board of Directors and membership at the annual meeting.
- 1.5.5. Perform other duties as delegated by the President or the Board of Directors.

Section 2. Board of Directors

The Board of Directors shall consist of all officers, Past President, and Committee Chairs who serve as Liaison leaders as deemed necessary by the Board of Directors.

Section 3. Authority of the Board

The Board of Directors shall conduct the business of the Society.

Section 4. Board Meetings

The Board of Directors shall meet at such times as determined by the Board or the President. Between meetings of the Board, business may be conducted by conference call or e-mail. A majority of the Board members, with the President presiding, shall be sufficient to authorize action or shall constitute a vote.

Section 5. Past President

The Past President shall:

- 2.1.1 Serve as a board member.
- 2.1.2 Oversee the nominating committee.

Section 6. Members at Large

Members at Large, appointed by the Board of Directors, shall function as liaison leaders representing major Los Angeles hospitals and schools of nursing. Their responsibilities include active membership and communicating the chapter news and business to “focus areas” within the Los Angeles area. They are also available to perform other duties as may be delegated by the President of the Board of Directors.

Section 7. Terms of Office

Officers and Board members shall serve a minimum of one year and not more than two years without re-election. They shall be elected by an affirmative vote of the majority of the ballots cast. Terms of office may be staggered so that all officers and board members do not begin and end their terms at the same time. Elected officers and Board members shall assume their duties within 30 days following their election. No officer of Board member shall exceed two consecutive terms in any one office.

Section 8. Filling of Vacancies

The Vice President shall fill a vacancy in the office of President. A vacancy on the Board of Directors shall be filled by appointment by the Board. Any member filling a vacancy for an unexpired term of more than one year is deemed to have served one term.

ARTICLE V: NOMINATIONS AND ELECTIONS

Section 1. The Nominating Chair

The Nominating chair shall be the immediate Past President. The Nominating Chair shall serve no more than two consecutive terms. The Nominating Chair shall not be a candidate for any elected office during his/her appointment.

Section 2. Elections

The Nominating Chair shall prepare a ballot, which shall be submitted to the Board for review prior to the election. Elections shall take place by online survey or in person. A plurality vote for any office shall constitute an election. In case of a tie, a second position vote will be called.

ARTICLE VI: COMMITTEES AND TASK FORCES

The Board of Directors shall establish Committees and Task Forces as necessary to accomplish the work of the Chapter. Committees and Task Forces shall be initiated upon the request of any member and the approval of the Board.

ARTICLE VII: FINANCIAL ALLOCATION

Section 1. Financial Decisions

Amounts less than \$200.00 utilized for Chapter events, activities, or expenses require the approval of the Chapter Treasurer and at least one other Board member. For distribution of sums greater than \$200.00 utilized for Chapter events, activities, or expenses requires a majority vote of the Board of Directors.

Section 2. Charitable Donations

Charitable donations made by the Chapter will require the majority vote of the Board of Directors.

Section 3. National SPN Conference Sponsorship

The Board will approve an allocated sum of money each year for the LA Chapter representative(s) to be utilized for expenses incurred at the National SPN Conference.

Section 4. Educational Scholarship

The Board may award up to two scholarships for local chapter members, of \$1000 each, to assist in their education. Scholarship applications will be scored by three reviewers utilizing the Scholarship Review Evaluation Criteria (see Appendix A). The scholarships will be awarded to the applicant(s) with the highest combined score.

ARTICLE VIII: PUBLICATION OF CHAPTER ACTIVITIES

Information shall be disseminated by a newsletter, published three times per year. It will be the responsibility of the Communications Committee to spread information via email or chapter website.

ARTICLE IX: AMENDMENTS

Proposed amendments to these bylaws shall be submitted to the Board of Directors. The proposed amendments shall be presented in writing to the membership for their information and the majority vote. This process may be completed by electronic ballot. An affirmative vote by the majority of the regular members who submit their ballots will constitute approval for an amendment change. Following approval of the amendment by the membership, revisions will be submitted to the National SPN office.

ARTICLE X: DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such

assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Appendix A



Scholarship Review Evaluation Criteria

The purpose of this document is to assist those applying and the board members in evaluating scholarship applications. There are three sections that will be considered in this process, each receiving points (1-5) as outlined below.

1. GPA

The student will provide the most recent college transcript with the cumulative GPA of all work taken prior to the application. The GPA on a 4.0 scale; the difficulty of coursework can be taken into account in consideration.

1 point	GPA 2.5 to 2.7
2 points	GPA 2.8 to 3.0
3 points	GPA 3.1 to 3.4
4 points	GPA 3.5 to 3.7
5 points	GPA 3.8 to 4.0

2. Personal statement and goals

This will be a 1-2 page summary by the student articulating their background, attitude and personal style. Why should SPN consider supporting this student's education?

The quality of writing, grammar and spelling will be considered in the point distribution.

1-2 point	Poorly written statement/goal with little useful information
3-4 points	Sense of student's statement/goal but lacking strength in presenting their thoughts.
5 points	Strong articulation and presentation of statement/goals

3. Activity or contribution to SPN

Student will have a 1-2 page presentation of ideas, plans or activities that they expect to accomplish over the next year in contribution to the SPN Los Angeles chapter. Possible exhibitions might promote advancement in the art and science of pediatric nursing through interactive efforts through research or an education project. Other possibilities could include collaborating in the community to promote quality in the care of children.

1-2 points	Poorly written statement with limited ideas for activity or contribution
3-4 points	Possible ideas/plans/activities with some issues in how the student will implement the project
5 points	Realistic and creative presentation on SPN contribution

The scholarship will be awarded at the annual SPN local conference. Half of the scholarship will be awarded at that time and the remaining half after the student completes the proposed activity/project.

Submissions will be accepted annually starting April 1st. The final deadline will be August 1st. Please send submissions in Microsoft Word or PDF format to la.spn.org@gmail.com.