

BYLAWS of the American Society for Pain Management Nursing Northern Virginia Local Chapter

ARTICLE I

CHAPTER NAME

Section 1

The name of this organization shall be the American Society for Pain Management Nursing, Northern Virginia Local Chapter.

Section 2

The Chapter may also be known as ASPMN, Northern Virginia Local Chapter.

Section 3

For the purpose of online identity, and ease of banking, and/or postal service, The Chapter may also be referred to as NOVA ASPMN (nova.aspmn).

ARTICLE II

MISSION AND GOALS

Section 1 MISSION

To advance and promote optimal nursing care for people affected by pain by promoting best nursing practice. This is accomplished through education, standards, advocacy and research.

Section 2 GOALS

The goals of ASPMN, Northern Virginia Local Chapter, mirror ASPMN National's goals, and are outcome-oriented statements that represent what will constitute the organization's future success. Through facilitating professional networking, resource and information sharing, the goals we will accomplish are as follows:

2.1. ACCESS TO QUALITY CARE:

All people will have access to healthcare services that provide quality pain management care as defined in core values.

2.2 PUBLIC AWARENESS:

The public will demonstrate self-advocacy skills essential to their pain care needs.

2.3 PROFESSIONAL RESOURCES:

Members will have instant, easy and affordable access to current best practices & evidence-based resources.

All healthcare professionals and their patients will benefit from pain management education.

2.4 PROFESSIONAL RECOGNITION:

Nurses certified in pain management will be respected, valued and compensated for their expertise as an integrated and indispensable member of the healthcare team.

ARTICLE III

MEMBERSHIP

Section 1. CLASSIFICATION

There shall be seven (7) classifications of membership in the Local Chapter: Active, Associate, Student, Retired, Lifetime, Honorary and Corporate.

Section 1.1 Active Members

Any Registered Nurse who resides and/or is licensed to practice in the Commonwealth of Virginia or District of Columbia of the United States shall be eligible for active membership. An active member may vote, hold office, and serve on committees.

Section 1.2 Associate Members

Includes LPN/LVNs, and other healthcare professionals who are interested in ASPMN's goals, (pharmacists, social workers, etc.). Associate members shall be excluded from holding office, voting or chairing a committee or task force. An Associate Member may be a member of a committee.

Section 1.3 Student Members

Any individual enrolled in an education program is eligible for student membership. This includes students enrolled in nursing education programs leading to eligibility for registered nurse licensure, BSN degree completion programs, and advanced nursing degree programs. Student members shall be excluded from voting, and holding office. Student members may serve on committees, but may not chair committees.

Section 1.4 Retired Member

Retired RN memberships are only available to retired nurses over 62 years of age who are not currently employed in nursing, and have been ASPMN members for 3 continuous years prior to status change from full member to retired member. Retired membership dues shall be adjusted.

Section 1.5 LIFETIME Member

Any active member in good standing shall be eligible for lifetime membership. All Past Presidents of NOVA ASPMN shall be lifetime members. At the discretion of the Executive Committee and upon recommendation of the Membership Committee, lifetime membership may be conferred in special circumstances. A lifetime member shall have all rights and privileges of an active member, including one vote, but shall be exempted from paying dues.

Section 1.6 Honorary Members

Any individual deemed as such by executive board may be designated as an Honorary Member in recognition of their ongoing support of our chapter. Honorary members shall be excluded from voting, holding elected office, and serving as committee members. Honorary members who were eligible voting members upon election to honorary membership status shall retain their rights and privileges in the Society.

Section 1.7 Corporate Member

Corporate members shall be organizations, corporations, or individuals who have financially supported NoVA ASPMN. Corporate members shall be excluded from voting, chapter membership, holding elected office, and serving as committee members.

Section 2 QUALIFICATIONS AND PRIVILEGES

A non-voting member of any classification may not nominate members of the chapter for elected offices/positions.

Section 3 DUES

The dues shall be set at 20.00 annually for the first two years, which should be made payable to the treasurer annually and each year after \$20.00 annually. The Chapter Fiscal Year is to be calculated from **July 1st— June 30,** in keeping with ASPMN National FY calculation **Jan 1 – Dec 31.**

Dues are the same for all levels of membership, unless dues have been exempted, as stated in the bylaws.

There is to be no prorating of membership dues. They are due in full upon joining the Local Chapter, or annually, as appropriate.

ARTICLE IV

OFFICERS AND COMMITTEES

Section 1. EXECUTIVE OFFICERS

The five (5) executive officers of the chapter shall be the President, President-Elect, Immediate Past President, Secretary, and Treasurer. Terms of service shall be January 1st-December 31st (calendar year).

Section 1.1 President

The President shall be elected and serve as Chief Executive Officer of the Local Chapter for a ~~period of two years for the first term of office, and for one year thereafter,~~ **one (1) year** and shall: 1) preside at the meetings of the Local Chapter, 2) serve as ex-officio member of committees of the Chapter except as otherwise provided by these bylaws, and 3) perform such other duties as prescribed by Executive Committee.

Section 1.2 President-Elect

The President-Elect shall be elected and serve as such for a period of ~~two years for the first term of office, and for one year thereafter~~ **one (1) year** and shall: 1) assist the President in the performance of his/her duties as requested, 2) substitute for the President when required, and 3) automatically assume the office of President for a term of one year at the end of the President's term.

Section 1.3 Immediate Past President

The Immediate Past President shall serve as such for a period ~~of one year and shall~~ **determined by the transition of active President leaving office** and shall: 1) assist and advise the President and the President-Elect in the performance of their duties, 2) substitute for the President or President-Elect when requested, and 3) serve as Chair of the Nominating Committee for a term of one year.

Section 1.4 Secretary

The Secretary shall be elected and serve as such for a period of ~~two years for the first term of office, and for one year thereafter~~ **one (1) year** and shall: 1) record the minutes of all meetings of the members and of the Local Chapter, 2) Maintain the minutes as the recorded history of meetings to pass on to the succeeding Secretary thereafter, 3) perform other such duties as prescribed by the Executive Committee.

Section 1.5 Treasurer

The Treasurer shall be elected and serve as such for a period of ~~two years for the first term of office, and for one year thereafter~~ **one (1) year** and shall: 1) assume responsibility for the financial affairs of the Local Chapter, 2) present written reports of the financial status of the Local Chapter at meetings of the Chapter for members and at the Designated Business Meetings, and 3) Maintain the financial records of the Local chapter to pass on to the succeeding Treasurer, 4) perform other such duties as prescribed by the Executive Committee.

Section 2 COMMITTEES

The following ~~7 (seven)~~ **5 (five)** Standing Committees **and 3 (three) Ad Hoc Committees** shall be maintained by the chapter. **The** Committee chairpersons shall be appointed by the Executive Committee. Those interested shall forward their names to the Committee via the Secretary.

~~2.1. Budget/Finance—The Budget/Finance Committee prepares the annual budget for the coming fiscal year in conjunction with the Treasurer and submits it to the Chapter membership for approval. The Committee will accurately account for monies received and dispersed for purposes of the Chapter's activities. The Committee~~

shall determine fundraising activities, and the Executive Committee will ratify plans. **This committee is now under the role of Treasurer**

2.2. Bylaws – The Bylaws Committee is responsible for interpreting the Bylaws, receiving and studying all suggested changes to the Bylaws, drafting proposed changes and submitting them to the Chapter membership for review, and presenting proposed changes to the membership for vote. The Bylaws Committee will maintain a record of The Bylaws, as initially ratified by the Chapter, and of all changes to the Bylaws thereafter, so that there is a history of such changes as may be made. This information will be forwarded to the Secretary. **This committee is now an ad hoc committee to meet as needed for revision of the bylaws.**

2.1 Education/Research- The Education/Research Committee coordinates the newsletter, prepares and facilitates educational programming for all members, and facilitates communication of current pain management nursing research and innovative pain management practices and programs to the Chapter membership. The Education/Research Committee keeps a historical record of offerings, attendance, and evaluations. This information will be forwarded to the Secretary.

2.2 Executive- the Executive Committee is made up of all Local chapter officers, actively holding office, and the immediate past president, and all committee chair persons/co-chairs. The Executive Committee is responsible to administer the business of the Local Chapter as stated in the bylaws.

2.3. **Media/Advocacy/Policy (MAP) – The Media/Advocacy/Policy Committee** **Community Outreach Committee** – Community Outreach is responsible for assisting to keep the membership informed regarding opportunities to raise public and legislative awareness regarding pain management issues, advocacy, education, as well as to further educate the membership in these important areas.

2.4. Membership- the Membership Committee actively promotes expansion of Chapter membership through recruitment and retention programs. The Membership Committee is responsible to maintain an updated record of active membership inclusive of contact information, available to the Executive Committee upon request.

2.5. Media – The media committee is responsible for the maintenance an upkeep of the Newsletter, Website and any printed or video material provided on behalf of NoVA ASPMN.

2.6 Ad Hoc Committees

2.6a Nominating-The Nominating Committee prepares a ballot, which will be submitted to the Executive Committee at least 15 days prior to the election.

2.6b Bylaws Committee

2.6c Advocacy/Policy

Section 3 TERMS OF OFFICE

~~4.1~~ The term of office shall begin **January 1st and end December 31st**, ~~except for the initial terms of office, which will continue for 24 months after the year of election.~~

4.2 Committee Chairships and Co-chairships shall be for a term of two years as appointed by the Executive Committee.

Section 4 VACANCIES

The President-Elect shall fill a vacancy in the office of the President.

Should the need arise, ~~special elections may be held to fill the role of~~ **the Board of Directors shall appoint any vacancies in Treasurer, Secretary or Vice President/President elect, to complete the term of office until the next election**

ARTICLE V
MEETINGS

Section 1. MEETING

The Chapter shall meet ~~Quarterly~~ **Bi-Annual** at such time as they or the President shall determine.

~~Section 2. ANNUAL MEETING~~

~~An Annual Business Meeting of the membership shall be held at a time and place determined by the Executive Committee during the second quarter of each calendar year (April May June).~~

Section ~~3~~-2. SPECIAL MEETINGS

The Executive committee may call a special meeting of the membership provided notification is given to all members at least ~~15 days~~ **7 days** prior to the date of the meeting. ~~In extenuating circumstances, a meeting may be called with 3 days notice.~~ **48 hours of the meeting.**

Section ~~4~~-3. QUORUM

For meetings, a simple majority of members *present* shall constitute a quorum for the transaction of business.

ARTICLE VI

NOMINATIONS AND ELECTIONS

Section 1. NOMINATING COMMITTEE

The Nominating Committee shall be composed of no more than three (3) voting members. The Chair shall be the Immediate Past President. The other two members shall be appointed by the immediate past president.

Section 1.1 A member of the Nominating Committee shall not be a candidate for any elected position during his/her term on the Committee, unless two (2) chapter members make nomination freely

Section 1.2 A vacancy on the Nominating Committee shall be filled by appointment by the Executive Committee.

Section 2. NOMINATIONS

Candidates for office shall meet the established qualifications and shall consent to serve if elected.

Section 3. ELECTIONS

3.1 Elections will be held during the last quarter of the calendar year.

3.2 Elections shall take place by written or electronic ballot. A plurality of the vote for any office shall constitute an election. In case of a tie, the election shall be determined by lot.

ARTICLE VII

LOCAL CHAPTERS

Section 1. CHARTER

The Board of Directors of the National **American Society for Pain Management Nursing (ASPMN)** ~~Society~~ shall approve, grant, and monitor chapter charters.

Section 2. MEMBERSHIP

All voting Members of the Northern Virginia Local Chapter of ASPMN *must* also be members of the National ~~Society~~ ASPMN.