

# The Philippine Nurses Association of New Jersey, Inc. Bylaws

<b>Original By-laws</b>	<b>August 1976</b>
<b>Revision # 1</b>	<b>November 1978</b>
<b>Revision # 2</b>	<b>April 1985</b>
<b>Revision # 3</b>	<b>March 1987</b>
<b>Revision # 4</b>	<b>March 1988</b>
<b>Revision # 5</b>	<b>April 1990</b>
<b>Revision # 6</b>	<b>April 1992</b>
<b>Revision # 7</b>	<b>April 1993</b>
<b>Revision # 8</b>	<b>April 1995</b>
<b>Revision # 9</b>	<b>April 1996</b>
<b>Revision # 10</b>	<b>April 1997</b>
<b>Revision # 11</b>	<b>April 1998</b>
<b>Revision # 12</b>	<b>April 2000</b>
<b>Revision # 13</b>	<b>April 2007</b>
<b>Revision # 14</b>	<b>April 2011</b>
<b>Revision # 15</b>	<b>November 2017</b>
<b>Revision # 16</b>	<b>August 2020</b>
<b>Revision # 17</b>	<b>July 2022</b>
<b>Revision # 18</b>	<b>August 2023</b>

THE PHILIPPINE NURSES ASSOCIATION OF NEW JERSEY, INC

BYLAWS RATIFIED ON AUGUST 2020

TABLE OF CONTENTS

ARTICLE I	NAME
ARTICLE II	PURPOSE AND OBJECTIVES
ARTICLE III	MEMBERSHIP AND DUES
ARTICLE IV	OFFICERS AND DUTIES
ARTICLE V	EXECUTIVE BOARD
ARTICLE VI	MEETINGS, QUORUM, SPECIAL MEETINGS
ARTICLE VII	NOMINATIONS, ELECTIONS, ELIGIBILITY TERMS AND VACANCIES
ARTICLE VIII	COMMITTEES
ARTICLE IX	ADVISORY BOARD
ARTICLE X	SUBCHAPTERS
ARTICLE XI	FISCAL YEAR
ARTICLE XII	OFFICIAL PUBLICATIONS
ARTICLE XIII	DISSOLUTION
ARTICLE XIV	AMENDMENTS
ARTICLE XV	NONDISCRIMINATORY POLICY
ARTICLE XVI	PARLIAMENTARY AUTHORITY
ARTICLE XVII	CORPORATE ADDRESS/PLACE OF BUSINESS

**PHILIPPINE NURSES ASSOCIATION OF NEW JERSEY**

**ARTICLE I**

**NAME**

The name of the organization shall be the Philippine Nurses Association of New Jersey, Inc. herein referred to as the Association. **The official abbreviations shall be PNANJ.**

**ARTICLE II**

**MISSION AND STATEMENT OF GOALS**

As the official chapter of the Philippine Nurses Association of America (PNAA) in the State of New Jersey, PNANJ will continue to uphold and promote the positive image and welfare of its constituent members, advance professional practice, excellence, provide innovative leadership and contribute to significant outcomes to healthcare and society in the State of New Jersey.

The goals of the association shall include, but not limited to:

1. Promote unity among Filipino-American nurses in the State of New Jersey.
2. Develop, implement and evaluate nursing practice, education, research, and leadership programs that are relevant to the professional growth of its members and healthcare needs of the community.
3. Provide and coordinate educational programs designed to assist members in the acquisition and expansion of knowledge, professional excellence, and nursing practice.
4. Promote advancement of professional nursing through scholarship and research awards.
5. Facilitate professional and cultural adjustments of Filipino- American Nurses in the US through collaboration with agencies and organizations both in the US and the Philippines
6. Organize and actively participate in community health programs relating to prevention of diseases, and promotion and maintenance of health.

**ARTICLE III**

**SUBCHAPTERS**

Section 1. Name

The Executive Board shall approve the formation of the subchapter in accordance established PNANJ Bylaws and policies and procedures.

The name of the subchapter shall be decided by the organizing county with the approval of the Executive Board.

Section 2. Subchapter Membership

All subchapter members shall promote the mission and goals of the Association. Subchapter membership should consist of at least 20 paid members.

Section 3. Subchapter Logo

All subchapters shall adopt the official PNANJ logo other than those specified for official representation of PNANJ or its subchapter. The Executive Board shall have the right to approve and/or disapprove the use of the logo other than those specified for official representation of PNANJ or its subchapter.

Section 4. Bylaws

PNANJ bylaws precede all subchapter bylaws, all PNANJ subchapters must adhere to the PNANJ bylaws.

Section 5. Officers

- A. Subchapter officers shall be inducted by the President of the PNANJ or his/her designee.
- B. Subchapter officers shall follow the PNANJ chapter term of office which is provided in Article V.

Section 6. Subchapter Reports

Each subchapter shall submit a year-end written report on their activities and accomplishments or as requested by the President and/or Executive Board.

Annual membership dues to the association shall be determined by the Executive Board, subject to approval, and voted upon by the majority of members-at-large.

Section 7. Dissolution

- A. Subchapters may be dissolved by an Executive Board resolution
  - a. in the absence of elected officers.
  - b. membership of less than 20 in 6 consecutive months
- B. Liabilities will be resolved by the subchapters and remaining funds will be turned over to the PNANJ Treasurer.
- C. Existing members of subchapters will receive a letter from the President of PNANJ, Inc. via certified mail informing them of the dissolution process. Option will be given to members to choose an alternate subchapter or be classified as “member-at-large” by default.
- D. Reinstatement of subchapter status requires proof of election of new set of officers and payment of membership dues.

**ARTICLE IV**

**MEMBERSHIP AND DUES**

Section 1. Membership

- A. Membership in the Association is a privilege and is contingent on compliance with the requirements as specified in these Bylaws.
- B. Membership Categories
  - 1. Active Member: Any professional registered nurse of Philippine ethnic origin who has a primary residence & or has a primary license in the state of New Jersey and who has paid the required PNANJ membership dues.
  - 2. Associate Member: Any professional nurse of Philippine ethnic origin who has been granted license to practice as registered nurse in the Philippines or any country outside of the United States or its territories who has paid the required PNANJ membership dues.
  - 3. International Associate Member: Any professional nurse of non-Philippine ethnic origin who has been granted a license to practice as

registered nurse in the country of origin and/or any state in the United States who has paid the required PNANJ membership dues.

4. Members-at-large: Any professional registered nurse residing on a county where a local subchapter does not exist, and membership therefore obtained directly through PNANJ.
5. Retired Registered Nurse: Any professional registered retired nurse of Philippine ethnic origin who has no primary residence & or has no primary license in the state of New Jersey but had an established membership in PNANJ and who has paid the required PNANJ membership due is considered an active member.

Classification of Members: PNANJ members are classified into these categories:

6. Other member A professional nurse who has been granted free membership to PNANJ for distinguished service to the association. They are: a) honorary member and b) lifetime member
  - a. Honorary Member: A professional nurse to whom honorary membership is conferred by two-thirds (2/3) vote of the Executive Board for distinguished service/s rendered towards the achievement of the association's goals, and/ or valuable assistance to the nursing profession.
  - b. Lifetime Member: A professional nurse to whom lifetime membership is conferred upon paying out the one time membership fee offered to all eligible members prior to January 1998. Lifetime members are active members of PNANJ for life, but not the PNAA.

Membership status and eligibility shall be determined from a verification of the information on the application form and shall be duly noted in the membership card and roster.

Section 2. Membership Dues

- A. Annual membership dues in the Association shall be determined by the Executive Board and subject to ratification by a majority vote.
- B. Honorary members shall not be assessed any membership dues.
- C. Membership dues shall be renewable annually on the anniversary date.

Section 3. Delinquency and Reimbursement

- A. Any member whose dues are not received on or before the end of the month of expiration of membership shall be removed from the membership roster and all privileges withdrawn.
- B. Reinstatement to full membership is affected by filing a new membership application and payment of current dues.
- C. In support of its goals, the association may collect fees from its members, solicit, and accept donations; and may uphold fundraising activities not contrary to the law or public policy.

Section 4. Representation/Privileges

- A. Active members are eligible to hold elected office, serve on elected or appointed committees, and exercise delegate power.
- B. Associate members/International Associate members shall have all the rights and privileges of active members except hold elected office, chairing a committee, or serving as a delegate to the annual and/or special meeting.
- C. Honorary members have a voice and may serve as subject matter experts and resource consultants in area of nursing expertise. Honorary members do not have voting or delegate power.
- D. Membership status and eligibility shall be determined from documented data on the application form, and membership shall be duly noted on the current PNANJ roster.
- E. All members shall be eligible for scholarship, nursing excellence awards, recognition, and other benefits as approved by the Executive Board.

Section 5 Ethical Standard/ Disqualification of member

- A. The Executive Board may censure or expel a member for cause provided:
  - a. There was a due process hearing at which the member was permitted to defend himself/herself.
  - b. A majority (50% +1) vote of the Executive Board members.
- C. Any member may be removed from the membership roster by reason of:

- a. Violation of the Association Rules of Conduct
- b. Acts of errors and omissions detrimental to the goals of the Association.
- c. Failure and continuous refusal to pay membership fees.

PNANJ shall, to the extent legally permissible, bear the cost of any litigation, administrative proceeding or any legal proceeding against each person who may serve or who has served at any time as an officer, director, or member of the association against all expenses and liabilities, including, without limitations, counsel fees, judgements, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity.

## **ARTICLE V**

### **OFFICERS AND DUTIES**

#### Section 1. Officers

- A. The elected officers of the Association shall be: President, President - Elect, three (3) Regional Vice – Presidents representing North, Central and South, Secretary, Treasurer, Public Relations Officer, and three (3) Board of Directors.
- B. The appointed officers of the Association shall be Assistant Secretary, Assistant Treasurer and Executive Director.

#### Section 2. Duties of Officers:

- A. President
  - 1. Presides at all meetings of the Executive Board and General Assembly;
  - 2. Appoints the Editor of the official newsletter, Assistant Secretary, Assistant Treasurer, Area Coordinator, Chairperson of Standing Committees and other committees with the approval of the Executive Board;
  - 3. Shall act as an ex-officio member of all committees with the exception of the Nominating Committee;
  - 4. Signs checks with the Treasurer;



5. Represents the Association at meetings and functions of other organizations or designates an alternate;
6. Terminates non-functioning committees with the approval of the Executive Board; and
7. Performs other duties pertinent to the office as assigned by the Executive Board.

B. President-elect

1. Performs duties as designated by the President or the Executive Board;
2. Assumes and performs the duties of the President in the absence or inability of the President to act or as delegated by the Executive Board;
3. Assumes the office of the President for the regular term after the term of the President;
4. Provides advise on parliamentary matters;
5. Serves as Chairperson of the Bylaws Committee; and
6. Reviews and makes recommendations to the Executive Board regarding organizational policies and procedures.

C. Creation of Regional Vice –Presidents

1. The three Regional Vice-Presidents are for North Jersey, Central Jersey and South Jersey.
  - Perform the duties of the President-elect in the absence or inability of the President-elect to act.
  - Perform other duties as delegated by the President or Executive Board
  - Coordinate affairs in the region and be responsible for the proper conduct of such affairs in coordination with the President.
  - Assist in the planning of the subchapter’s regional conferences.
  - Collect and edit manuscripts from the subchapters for submission to PNANJ and PNAA newsletter and website.
  - Submit annual report of their region as specified in the PNANJ policies and procedures.

D. Secretary

1. Maintains a record of the proceeding of all business meetings;

PNANJ BYLAWS 2022-2024

2. Distributes approved minutes to the Executive Board;
3. Excerpts and submits pertinent data to respective committee chairperson;
4. Preserves reports and records including Bylaws and standing rules of the Association in the permanent file;
5. Keeps on file all other pertinent information regarding projects, programs and activities of the Association;
6. Keeps on file accurate membership roster as compiled and reported by the chairperson of the Membership Committee;
7. Preserves documents, mementos and other materials related to activities programs and projects of the Associations;
8. Ensures security and transfer of documents, mementos and other materials related to activities, programs, and projects of the association to the succeeding secretary.

E. Assistant Secretary

1. Issues notices regarding meeting and activities;
2. Conducts and maintains a file of the general correspondence of the Association;
3. Sends information to subchapters and members-at-large regarding projects, programs, and activities undertaken by the Association;
4. Assists the Secretary in functions as delegated by the President or the Executive Board and assumes the duties of the Secretary in his/her absence or inability/incapacity;
5. Assists the Secretary in keeping on file all other pertinent information regarding projects, programs and activities of the Association; and
6. Assists the Secretary in keeping on file accurate membership roster as compiled and reported by the chairperson of the Membership Committee.

F. Treasurer

1. Is responsible for the financial affairs of the Association;
2. Keeps record of all receipts and disbursements;

3. Carries appropriate banking transactions as designated by the Executive Board;
4. Issues checks of the Association countersigned by the President for purposes approved by the Executive Board;
5. Assists in the direction of fund raising activities;
6. Presents financial records for examination by a professional Auditor or CPA; and
7. Submits a quarterly written report of the financial standing of the Association and at the annual meeting.

G. Assistant-Treasurer

1. Processes membership applications and keeps accurate records of receipts and membership dues;
2. Sends out membership renewal forms to all annual members.
3. Keeps on file accurate membership roster;
4. Forwards monies received and corresponding reports to the Treasurer;
5. Acts as chairperson of the Membership Committee;
6. Submits a quarterly written update of membership; and
7. Assumes other functions as delegated by the Treasurer with the approval of the Executive Board and acts in the absence or inability/incapacity of the Treasurer.

H. Public Relations Officers

1. Disseminates information and submits press releases to the newsletter editor, website and other publications
2. Serves as a member of the of the editorial staff
3. Acts as a liaison or spokesperson to the media
4. Submits information and communicates with PNANJ Website Committee to ensure posting of information

I. Board of Directors

1. Members act as chairpersons of standing committees as assigned by the President and approved by the Executive Board.
2. Performs functions as required by the Executive Board.

J. Creation of Executive Director

The Executive Director will be appointed by the President and approved by the Executive Board.

As designated by the Executive Board or President shall:

- Work with various standing committees and subchapter presidents to expedite information exchange.
- Enhance the status of PNANJ with state, national and international nursing communities.
- Implement other decisions of the EB and execute the job description as spelled out in the bylaws, policy, and procedure.
- 

## ARTICLE V

### EXECUTIVE BOARD

Section 1. Composition

The governing body of the Association shall be the PNANJ Executive Board which consists of all elected and appointed officers, the immediate past President, the Presidents of the subchapters or their designees and representative from the PNANJF executive board member. The PNANJ Executive Board has the power and authority over the affairs of the Association, except that of modifying the action of the general Assembly.

Section 2. Duties of the Executive Board

- A. Establishes administrative policies.
- B. Directs the business and financial affairs of the organization.
- C. Authorizes the representation and participation of the Association in activities other than those stipulated in the Bylaws.
- D. Reviews and acts on committees' and officers' recommendations.
- E. Fills all vacancies of the Executive Board unless otherwise specified by the Bylaws.

- F. Members serve as chairpersons of standing committees or assume duties as designated by the President.
- G. Expel, suspend, or censure members of the organization for due causes.
- H. Reviews and authorizes official publications proposed by any members as a representation of the philosophy, prerogatives, and image of the Association.
- I. Performs such other duties and exercise authority as prescribed in the Bylaws.

## ARTICLE VI

### MEETINGS, QUORUM, SPECIAL MEETINGS

#### Section 1. Executive Board

- A. Regular meetings shall be decided by the Executive Board at the first convened Executive Board meeting of the newly elected term annual meeting.
- B. Special or emergency meetings may be called by the President and also upon request by six (6) members of the Executive Board. Special meetings may be achieved either by members in actual attendance or by the best available technology such as teleconferencing or conference calls or a combination of both.
- C. *A quorum shall consist of 15% of those members present during the annual meeting.*
- D. Notice of all meetings of the Executive Board shall be communicated, if in writing, not less than three (3) days of the scheduled meeting and if given orally by telephone, or e-mail, not less than one (1) day of the scheduled meeting.
- E. Voting: a majority vote of fifty percent (50%) plus one (1) decides; a tie vote shall be decided by the vote of the presiding officer.

#### Section 2. General Membership Meetings

- A. The annual general membership meeting is designated as the Spring Annual Convention which is held in the month of April. The exact time, date and place of the Spring Annual Convention are determined by the Executive Board of the PNANJ.
- B. General Membership meeting shall be held semiannually unless otherwise designated by the Executive Board.

- C. Special meetings may be called by the President, and also when requested in writing by twenty-one (21) members for such purpose, and such date as may be designated. At least three (3) days' notice of special meetings must be given to members.
- D. A quorum shall consist of eleven (11) (15%) members of the organization.
- E. The voting body shall consist of the Executive Board, all paid members and members at-large registered at the meeting. A majority of fifty percent (50%) plus one (1) decides; the presiding officer's vote shall break a tie result should it occur.

## **ARTICLE VII**

### **NOMINATIONS, ELECTIONS, ELIGIBILITY, TERMS AND VACANCIES**

#### Section 1     Nominations

- A. The Nominating Committee shall consist of five members who are representing various counties who are appointed by the Executive Board. The chairperson shall be the immediate past president.
- B. The Nominating Committee prepares a list of nominees accompanied by a written consent to serve and submits these to the Executive Board for review and approval.
- C. Obtain from each nominee a written consent to serve if elected before his/her name is placed on the ballot.
- D. The Nominating Committee prepares and mails the official ballot to the eligible members at least thirty (30) days before the election.

#### Section 2.     Eligibility to Serve in an Elected Capacity

- A. To be eligible for any elected office, the nominee must be a paid member sixty (60) days prior to the elections.
- B. To be eligible to serve for the offices of President, President-elect or Vice President, a nominee must have served one term as an officer or member of the Executive Board.
- C. A nominee may be a candidate for only one office at any given time, and if holding an elected office, he/she may not be a candidate for another office unless the current term expires at the time of elections.

#### Section 3.     Elections

- A. ONLY active members may vote.
- B. To be eligible to vote, one must be a paid member for at least ninety (90) days prior to the election day.
- C. One to one (1:1) member electronic elections shall be held biennially to coincide with the annual convention. Plurality elects, and in case of a tie, choice shall be made by a predetermined process whereby the Executive Board will break the tie.
- D. Electronic voting should commence at least 45 days prior to the annual convention. The electronic voting will be open for at least 15 calendar days.
- E. The Executive Board shall be notified of the result of the electronic voting within 72 hours from the time voting ends.
- F. The general membership shall be notified of the result during the annual convention

Section 4. Terms of Office

- A. All elected officers and members of the Executive Board shall serve for a term of two years.
- B. All officers except the President and President-elect can be re-elected to the same office for another term.
- C. The absence of officers and members of the Executive Board for more than fifty (50%) percent of the regular meetings may be grounds for termination of office after the Executive Board determines that such absences are without justification.
- D. The term of office shall begin at the close of the Spring Annual Convention.
- E. The induction of officers shall follow the announcement of election results.

Section 5. Vacancies

- A. Vacancies that occur in an elected office of the Association due to inability or ineligibility of the incumbent to perform duties of the office, or the incumbent's removal from office, shall be filled in the following manner:

1. President: President-elect shall assume office, or the Vice President, if former is unable to do so.
  2. President –elect: Vice-President shall assume office.
  3. Vice-President: The candidate for Vice-President who obtained the second highest vote in the preceding election will be appointed to fill in the vacant position with the approval of the Executive Board. If there is no second candidate available, the President upon approval of the Executive Board will appoint an individual to fill in the position.
  4. Secretary: Assistant Secretary shall assume office.
  5. Treasurer: Assistant Treasurer shall assume office.
- B. The Executive Board shall fill other vacancies.
- C. Any member filling any vacancies shall serve for the remainder of the term.

## **ARTICLE VIII**

### **COMMITTEES**

#### Section 1. Committees – To Maintain Legacy of PNANJ

The standing committees of the Association shall be:

- Archive
- Budget and Finance
- By Laws
- Community Outreach
- Education
- Human Rights and Legislative
- Membership
- Nominations
- Research
- Ways and Means
- Website
- Ad Hoc



Section 2. Composition

- A. A committee shall be composed of a chairperson and two or more members of the Association.
- B. The chairperson shall either be a member of the Executive Board or an active member of the Association.
- C. The chairperson and members of standing committees shall be appointed annually by the President except for the Membership and Nomination Committees.

Section 3. Responsibilities

- A. Bylaws / Policies and Procedures Committee
  - 1. Reviews bylaws and submits recommendations for amendments to the Executive Board.
  - 2. Presents the proposed amendments to the membership after review by the Executive Board at least thirty (30) days prior to voting.
  - 3. Develops organizational policies and procedures as necessary for approval by the Executive Board.
  - 4. Reviews and revises organizational policies and procedures annually.
- B. Membership Committee
  - 1. Initiates and coordinates recruitment programs of the association.
  - 2. Provides assistance in the formation of subchapters.
  - 3. Maintains membership roster of the Association Subchapters.
- C. Education
  - 1. Designs and implements educational programs to meet identified needs of members including mentoring and informatics.
  - 2. Coordinates the educational program for the annual convention.
  - 3. Acts as resource in matters relevant to nursing education and practice.
  - 4. Obtains and maintains CEU providership.
- D. Ways and Means Committee

PNANJ BYLAWS 2022-2024

1. Secure funds by reasonable means to augment the treasury.
  2. Prepares an annual budget for approval of the Executive Board prior to annual meeting.
- E. Awards Committee
1. Publishes the qualifications and criteria for awards.
  2. Reviews and evaluates the applications of the candidates.
  3. Makes the selection of awardees and recommends it to the Executive Board.
- F. Nominating Committee (see Article VII Section 1)
- G. Human Rights and Legislative Committee
1. Evaluates development of issues relating to human rights.
  2. Recommends policies and position on human rights to the Executive Board at Annual meetings.
  3. Disseminates information on human rights to members, other nurses, health professionals, and the public.
  4. Communicates with all the sub-chapters when human rights are violated.
  5. Addresses and responds to concerns related to equal opportunity in human rights.
  6. Disseminates information regarding current issues and legislative proposals that directly or indirectly affect the members and the profession.
  7. Collaborates with other organizations/agencies in addressing and supporting legislation that affect the nursing profession and healthcare.
- H. Research Committee
1. Represents the association in various research programs, studies, or grants.
  2. Reviews proposals submitted to the association and presents recommendations to the Executive Board.
  3. Plans and implements research programs for general membership.

4. Processes and selects candidates for research grants based on approved criteria.

I. Ad Hoc Committee

The President recommends to the Executive Board creation of Ad Hoc Committees to undertake special projects.

Section 4. Committee Reports

Each Committee chairperson shall submit to the President an annual written report of activities and accomplishments at least 30 days prior to the April Convention.

**ARTICLE IX**

**ADVISORY BOARD**

Section 1. Composition

The advisory board shall be comprised of past presidents of the association.

Section 2. Functions

- A. Acts in advisory capacity and participates in deliberation and recommendation of the Executive Board.
- B. Participates in activities to further the purpose of the association.
- C. May serve as chairpersons, co-chairpersons, or members of standing and ad hoc committee.

Section 3. Benefits

*Members of the Advisory Board shall be entitled to a 50% discounted fee on all educational offerings of PNANJ and its subchapters.*

**ARTICLE X**

**SUBCHAPTERS**

Section 1. Name

The name of the sub-chapter shall be decided by the organizing county, with the approval of the PNANJ Executive Board.

Section 2. Subchapter Membership

Subchapter membership should consist of at least 20 paid members.

Section 3. Subchapter Logo

A. Each Subchapter shall adopt the official PNANJ Logo

B. The Board shall have the right to approve and/or disapprove the use of logo other than those specified for official Representation of PNANJ or its subchapter.

Section 4. Bylaws

The sub-chapter bylaws shall be adopted from the PNANJ upon the approval of the Executive Board.

Section 3. Dues

Members shall pay membership dues directly to the PNANJ Treasurer

Section 4. Officers

1. Subchapter officers shall be inducted by the President of the PNANJ or his/her designee.
2. Subchapter officers shall follow the PNANJ chapter term of office which is provided in Art VII Sect. 4

Section 5. Dissolution

A. Subchapters may be dissolved by an Executive Board resolution in the absence of elected officers

1. In the absence of elected officers
2. *Membership of less than 20 in 6 -12 consecutive months*

B. Reinstatement of subchapter status requires proof of election of new set of officers and payment of membership dues in the Treasury.

C. Liabilities will be resolved by the subchapters and remaining funds will be turned over to PNANJ Treasurer.

D. Existing members of subchapters will be sent a letter from the President of PNANJ, Inc. via certified mail informing them of the dissolution process. Option will be given to members to choose alternate subchapter or be classified as “member-at-large” by default.

**ARTICLE XI**

**FISCAL YEAR**

The fiscal year of the Association shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

**ARTICLE XII**

**OFFICIAL PUBLICATIONS**

Section 1. The official publication of the Association shall be the “In Touch.”

Section 2. “In Touch” shall be published at least two (2) times a year.

*Section 3 “In Touch” should be published on the website.*

**ARTICLE XIII**

**DISSOLUTION**

Section 1. In the event of dissolution of the Association, the membership shall be notified, and approval obtained by two-third (2/3) majority vote of all members present and constituting a quorum, thirty (30) days prior to dissolution.

Section 2. Liabilities shall be resolved, and remaining funds donated to non-profit organizations.

**ARTICLE XIV**

**AMENDMENTS**

Section 1. Amendments to this Bylaws shall be ratified at the annual meeting of the Association by a two-thirds (2/3) majority vote of the members present and constituting a quorum, provided that the proposed amendments, after having been considered and recommended by the Executive Board, are presented by mail to current members thirty (30) days prior to the annual meeting in which such proposed amendments shall be voted upon.

Section 2. Amendments to this Bylaws shall be submitted to the Executive Board for consideration by petition from at least ten (10) members of the Association at least ninety (90) days prior to the annual meeting.

Section 3. Amendments to this Bylaws shall take effect upon ratification at the annual meeting.

## **ARTICLE XV**

### **NONDISCRIMINATORY POLICY**

Section 1. The Association shall not discriminate against any applicant or member on the basis of race, creed, age, sex, and sexual orientation, religion or handicapped. All such individuals shall be judged solely on the basis of competence and performance.

Section 2. The Executive Board of the Association shall monitor compliance with this Nondiscrimination Policy and shall insert the statement that the Association is an equal opportunity group or employer in all its advertisements and publications.

## **ARTICLE XVI**

### **PARLIAMENTARY AUTHORITY**

The most recent edition of Robert's Rule of Order shall govern the procedure in meetings, special meetings and other aspects of the Association in cases not covered by this Bylaws.

## **ARTICLE XVII**

### **CORPORATE ADDRESS/PLACE OF BUSINESS**

Section 1. The corporate address of PNANJ Association will be at New Jersey State Nurses Association # 1479 Pennington Road, Trenton, New Jersey 08618-2661.

Section 2. The principal location of business will be the current President's designated address or as established and designated by the Executive Board.

Revised: August 2023

Signatories:

---

Teresita Medina, DNP, MAS, PMH, RN, BC  
President, PNANJ 2022-2024

---

Jonathan A. Gapilango, RN, MSN, OCN, CCRP, NE-BC  
Chairman, Bylaws Committee 2022-2024  
President-Elect, PNANJ

**Members: All Subchapter President-elects**

**Ratified:**

By General Membership

Ratified: August 5.2023