

National Federation of Licensed Practical Nurses, Inc.
Bylaws
Amended October 2007

ARTICLE I
NAME

The name of this association shall be National Federation of Licensed Practical Nurses, Incorporated, hereinafter referred to as NFLPN.

ARTICLE II
OBJECTIVES

SECTION 1. The Objectives of NFLPN shall be to serve, to promote, expand the visibility, and provide education to ensure growth and awareness of the LPN/VN Profession. To accomplish this, NFLPN shall:

- a. Establish standards of practice and a code of ethics for Licensed Practical Nurses and interpret them to the public;
- b. Serve as an approval agency for continuing education programs;
- c. Communicate and cooperate with other organizations of health care providers and with governmental agencies to maintain and improve standards of health care; and
- d. Act as a clearinghouse, collecting information regarding Practical Nursing and distributing the information through publication.

ARTICLE III
MEMBERSHIP

SECTION 1. Classes and Qualifications of Members.

- a. Active. A Practical/ Vocational Nurse who holds a current license issued by any State, Territory or Possession of the United States.
- b. Retired. An LPN/VN who has achieved retirement age or has retired due to disability may become a retired member with a reduction in annual dues.
- c. Student. A student enrolled in an approved School of Practical/Vocational Nursing. Renewal of membership as an active member of NFLPN shall be contingent upon having obtained LPN/VN licensure.
- d. Affiliate. A member who is not a Licensed Practical Nurse but who is interested in promoting the objectives of NFLPN.
- e. International Member. A member who holds a current LPN/VN license or equivalent from any country outside of the United States.
- f. Military Members. A Practical/Vocational Nurse who holds a current license issued by any State, Territory, or Possession of the United States.

SECTION 2. Types of Membership.

- a. Membership in Constituent State Associations. All active, retired, and student members in a Constituent State shall be required to belong to the State Association.
- b. Membership-at-Large.
 1. Individual Members. Active, retired, and student members in States where no Constituent State Association exists. Membership-at-Large ceases to exist if the State becomes a Constituent State.
 2. Military Members. Members of the U.S. Armed Forces holding a current valid identification card.
 3. Affiliate Members. Affiliate members are Members-at-Large of NFLPN.
 4. Student members in non-constituent states shall be Members-at-Large.
 5. International Members shall be Members-at-Large.

SECTION 3. Rights and Privileges of Members.

- a. Active Members shall have all the rights and privileges of members including the right to attend meetings, speak, make motions, vote, hold office, serve on a committee and serve as an elected delegate to the NFLPN House of Delegates.

- b. Retired Members shall have all the rights and privileges of active members except the right to hold office on a national level.
- c. Student Members shall have the privilege of attending NFLPN meetings with the right to speak, but may not hold office or vote.
- d. Affiliate Members shall have the privilege of attending NFLPN meetings with the right to speak, but may not hold office or vote.
- e. International Members shall have the privilege of attending NFLPN meetings with the right to speak, make motions, vote and may hold office.
- f. Military Members shall have the privilege of attending NFLPN meetings with the right to speak, make motions, vote, and hold office.

SECTION 4. Revocation of Membership. Membership in NFLPN shall be revoked upon date of revocation of licensure, or upon non-payment of dues on the date when dues become delinquent.

SECTION 5. Charter Members. All members in good standing before July 1, 1949 are considered Charter Members of NFLPN.

ARTICLE IV CONSTITUENT STATE ASSOCIATIONS

SECTION 1. An association of Licensed Practical/Vocational Nurses who are members of NFLPN in any State, Territory or Possession of the United States or any Province or Territory of Canada may apply for Constituent State Membership by:

- a. Majority vote of its members in convention;
- b. Submitting a copy of State Bylaws for approval by the NFLPN Bylaws Committee;
- c. Membership shall be granted by the NFLPN Executive Board upon the approval of the Bylaws and payment of dues; and
- d. NFLPN shall issue a charter certifying that the association is a Constituent State Association of NFLPN.

SECTION 2. A Constituent State Association shall conform to the Bylaws, policies, and ethics of NFLPN and shall belong to no other national Practical Nursing Organization. Except for Members-at-Large, all members of NFLPN shall be members of a Constituent State Association.

SECTION 3. A Constituent State Association which fails to comply with the Bylaws or the policies and ethics of NFLPN may have its charter revoked by a two-thirds (2/3) vote of the NFLPN Executive Board. This vote shall be by ballot. Notice of the proposed revocation shall be given by the Executive Board of NFLPN to the Constituent State Association at least two (2) months prior to the vote of revocation of the charter. Upon receiving notice, the Constituent State Association has the right to appear through its representatives before the Executive Board of NFLPN and oppose the revocation of its charter, before the final action is taken.

SECTION 4. A Constituent State Association whose charter has been revoked may be reinstated as a Constituent State Association by a two-thirds (2/3) vote of the Executive Board of NFLPN. This vote shall be by ballot.

SECTION 5. Proposed amendments to the Constituent State Association Bylaws shall be submitted for review to the NFLPN Bylaws Chairman, who shall approve the proposed amendments if they are not in conflict with the NFLPN Bylaws. The proposed amendments shall be submitted at least three (3) months prior to the State's annual meeting and returned by the NFLPN Bylaws Committee chairman within thirty (30) days of receipt of the proposed amendments.

SECTION 6. The Constituent State Association shall:

- a. Submit annually to NFLPN, within one (1) month after their selection, a list of the names and addresses of all State Officers, Chairmen, and Presidents of local divisions.
- b. Notify NFLPN office of any changes in the name or address of any member, using the

official membership form. Promptly report the death of any member to the NFLPN office.

SECTION 7. Inactive Constituent State Associations.

- a. Constituent State Associations which are no longer able to conduct state/national business shall be considered inactive.
 1. No current elected officers designated to maintain communications with NFLPN head-quarters/ or oversee business operations of state business.
 2. No annual meetings held to allow member participation of state business.
 3. No election of state officials.
 4. No election of NFLPN Delegates.
- b. Letters shall be sent to any remaining state members re- questing their opinion/or participation in maintaining an active state association by holding office/or fulfilling state business duties.
- c. If no response to this request is received by two third (2/3) vote, the NFLPN Executive Board shall deem the Constituent State as inactive. Vote must be by ballot.
- d. A state may reactivate by following Article IV, Section 1. Item a., b., and c. as necessary.

**ARTICLE V
DUES**

SECTION 1. The annual dues shall be:

- a. Active Members, one hundred dollars (\$100.00), \$65.00 to national \$35.00 reimbursed to state;
- b. Retired Members, sixty- five dollars (\$ 65.00), \$ 50.00 to national \$15.00 reimbursed to state;
- c. Military Members, seventy dollars (\$ 70.00), all applied to national;
- d. Student Members, twenty-five dollars (\$25.00), \$20.00 to national \$ 5.00 reimbursed to state;
- e. Affiliate Members, sixty dollars (\$ 60.00), \$55.00 to national \$ 5.00 reimbursed to state;
- f. International Members, seventy dollars (\$ 70.00), all applied to national;
- g. Members at Large, seventy dollars (\$ 70.00), all applied to national.

SECTION 2. Payment of Dues.

- a. Renewal notice shall be mailed to members from the NFLPN central office 60 days prior to expiration date on the membership card.
- b. All dues shall be sent to the NFLPN central office (national, state, and local) on or before the expiration date shown on their NFLPN membership card. NFLPN Membership expires if dues are not paid by the expiration date. The NFLPN central office shall then reimburse the state their amount of dues at the end of each month.
- c. States paying dues by a check-off system must submit their dues to the NFLPN office within ninety (90) days after the end of the quarter in which the dues are collected. Members on check-off dues are accorded full membership privileges as soon as verification of the first payment is received in the NFLPN headquarters office.

SECTION 3. Notification of Delinquency.

- a. The NFLPN central office shall mail a current membership roster to the Treasurer of each constituent state on the first of each month and quarterly to Individual Member and Military Member liaison.
- b. The Constituent State office shall, within thirty (30) days of the expiration date, notify members whose membership has now expired that their name will be re- moved from the membership rolls unless the unpaid dues are paid within sixty (60) days from the expiration date.
- c. The NFLPN office shall, within thirty (30) days of the expiration date, notify Members-at-Large whose membership has expired that their name will be removed from the membership rolls unless the unpaid dues are paid within sixty (60) days from the expiration date.

- d. The NFLPN central office shall, within thirty (30) days of the expiration date, notify members of states using the central dues collection whose membership has expired that their name will be removed from the membership rolls unless the unpaid dues are paid within sixty (60) days from the expiration date.

SECTION 4. If the dues are not paid within sixty (60) days of the membership expiration date, the former member's name shall be removed from the rolls and continuous membership ceases.

ARTICLE VI EXECUTIVE BOARD

SECTION 1. The officers of NFLPN shall constitute the Executive Board.

SECTION 2. The Executive Board shall:

- a. Transact the business of NFLPN between conventions, including the adoption of a budget, establishment of bank accounts, and designation of check signers the following: President, or Vice President, and the Treasurer, two of whom shall sign each check or in the event of a financial emergency the Executive Director and Director of Accounting may sign checks with the verbal approval of the Treasurer, President and/or Vice President;
- b. Maintain a headquarters office and contract the services of a management company for conducting the daily business of NFLPN and the President of the contracted management company shall serve as Executive Director of NFLPN during the duration of their contract with NFLPN;
- c. Establish written policies and procedures for the operation of NFLPN;
- d. Procure a surety bond for the President, Vice President, and the Treasurer;
- e. Select a reputable accountant to review and prepare a monthly report of the NFLPN financial records to include receipts and disbursements of all accounts. Select a reputable CPA to review and prepare an annual report of the NFLPN financial records to include receipts and disbursements of all accounts. The report shall be completed prior to the Annual Convention. The fiscal year shall be July 1st - June 30th;
- f. Admit Constituent State Associations to membership;
- g. Fill vacancies not otherwise provided for;
- h. Determine the registration fee for convention;
- i. Approve appointments to standing and special committees;
- j. Provide for the implementation of actions and directives of the NFLPN House of Delegates;
- k. Grant exception to the provision of these Bylaws (Article V, Section 4) for plans meeting with its approval which affect the membership year or the collection and payment of dues to NFLPN; and
- l. Recommend to the House of Delegates persons for Honorary Membership.

SECTION 3. An office shall be declared vacant if an officer is absent from two (2) successive NFLPN Executive Board meetings without adequate excuse.

SECTION 4. Between meetings of the NFLPN Executive Board, the President may submit any matter that does not require immediate action, to each member of the NFLPN Executive Board, by mailing identical information to each. Votes shall be cast by mail.

SECTION 5. Executive Committee. The Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer. The Executive Committee shall act on all matters requiring immediate action between meetings of the Executive Board, either by meeting in committee or by telephone conference call. Any action taken shall be reported by the Secretary to the members of the Executive Board no later than thirty (30) days after said action and shall be made part of the minutes at the next Executive Board meeting.

ARTICLE VII OFFICERS

SECTION 1. The officers of NFLPN shall be the President, a Vice President, Secretary, Treasurer, and four (4) Directors.

SECTION 2. Terms of Office.

- a. The term of office of each officer shall be two (2) years or until a successor is elected and shall begin at the adjournment of the convention at which the officer is elected.
- b. No member shall serve more than two (2) consecutive terms in the same office.
- c. A portion of a term greater than half shall be considered a term.

SECTION 3. Vacancy of an Office.

- a. In the event of a vacancy in the office of President, the Vice President shall become President for the remainder of the term.
- b. In the event of a vacancy occurring in any office except that of President the office shall be filled by the NFLPN Executive Board until the next Annual Convention when a new officer shall be elected to fill the remainder of the term.
- c. In the event an officer is elected to another position at the Annual Convention, a special election shall be held prior to the dismissal of the House of Delegates to fulfill the remainder of the term of the office vacated.

SECTION 4. Each candidate for any office shall have been a member of NFLPN for the past three (3) consecutive years and shall have served as a delegate at no less than two (2) annual conventions of NFLPN. A member of NFLPN who is a member of the Board of another national Practical Nursing Organization is not eligible to serve as an officer of NFLPN. If an officer of NFLPN becomes an officer of another national Practical Nursing Association, that action shall be deemed a resignation from office in NFLPN.

- a. All candidates for office of NFLPN shall hold a current license for LPN/VN;
- b. No candidate shall hold dual licensure as an LPN/VN and RN;
- c. Officers/Directors completing their RN education during their term shall resign that office upon receiving their licensure as an RN.

SECTION 5. Duties of Officers.

- a. President. The President shall:
 1. Preside at the House of Delegates;
 2. Serve as chairman of the NFLPN Executive Board;
 3. Appoint all standing and special committees as necessary, except the Nominating Committee, with the approval of the Executive Board;
 4. Be ex-official member of all committees except the Nominating Committee; and
 5. Perform all other duties pertaining to his office and as prescribed by the parliamentary authority.
- b. Vice President. If the President is absent or unable to serve, the Vice President shall assume the duties of the President.
- c. Secretary. The Secretary shall:
 1. Record the minutes of all meetings of the NFLPN Executive Board and Executive Committee and the House of Delegates and submit to the NFLPN office within sixty (60) days of the meeting;
 2. Read all official papers or communications to the Convention and NFLPN Executive Board; and
 3. Receive all reports of NFLPN officers and committee chairmen no later than twenty-one (21) days prior to the Executive Board meeting and no later than sixty (60) days prior to the Annual Convention and immediately upon adjournment of these meetings, submit one copy to the President and one copy to the NFLPN office with the minutes; and
 4. Submit a report to the members of the Executive Board within thirty (30) days any action taken by the Executive Committee requiring immediate action.

5. Serve as Co-chair of the Convention Planning Committee.
- d. Treasurer. The Treasurer shall:
 1. Serve as chairman of the Finance Committee;
 2. Sign checks as required;
 3. Oversee the selected accounting firm in preparation of all NFLPN financial reports. Ensure monthly financial report of all receipts and disbursements is sent to the NFLPN President, Executive Board, State Presidents, and Financial Committee no later than thirty (30) days after current monthly bank statement has been received;
 4. Prepare and present a year end line item financial report of all receipts and disbursements of all accounts to the House of Delegates at the Annual Convention;
 5. Present the review of the Certified Public Accountant of the financial records to the House of Delegates at the Annual Convention. Copies of the financial review are to be sent to State Presidents two (2) weeks prior to the start of the Annual Convention; and
 6. Present the adopted budget for the new fiscal year to the House of Delegates at the Annual Convention.
- e. Directors. The Directors shall:
 1. Assist in policy making;
 2. Serve as a member of a committee but not as chairman unless appointed; and
 3. Serve in an advisory capacity and perform such other duties as determined by the President.

SECTION 6. All officers and committee chairmen shall submit to the NFLPN office all properties belonging to NFLPN within two (2) weeks following retirement.

ARTICLE VIII NOMINATIONS AND ELECTIONS

SECTION 1.

- a. Elections shall be by ballot and plurality vote shall elect. Proxy voting is not permitted.
- b. Election of officers and directors shall be conducted at the Annual Convention.
- c. The President, Vice President, and two (2) Directors shall be elected in the even numbered years. The Secretary, Treasurer, and two (2) Directors shall be elected in odd numbered years.
- d. All ballots, credentials of the voting body and other records of the election shall be preserved for one (1) year after the election.

SECTION 2.

- a. A member may be a candidate for only one elected office. A member may not be a candidate for both an elected office and the Nominating Committee.
- b. An officer may be a candidate for another office but need not resign his present office unless elected.

SECTION 3.

- a. At the Annual Convention, five (5) members shall be elected to serve on the Nominating Committee. The Chair and Vice Chair shall be determined by the highest and second highest plurality vote. In the event of a tie the Chair, the Nominating Committee shall vote to determine the Chair from the two (2) tied members.
- b. Candidates for the Nominating Committee shall have been a member of NFLPN for the past three (3) consecutive years and shall have served as a delegate at no less than two (2) Annual Conventions.
- c. Three (3) members of the Nominating Committee, one of whom shall be the Chair or Vice Chair, shall establish a quorum for a meeting of the Nominating Committee.

SECTION 4. The Nominating Committee shall:

- a. Solicit nominations from NFLPN members;

- b. Consider the qualifications of candidates proposed by membership and by the Nominating Committee;
- c. Secure the written consent and affirmation of all proposed nominees;
- d. Prepare a report of nominees for NFLPN Executive Board and Nominating Committee, with at least one (1) but not limited to one (1) name for each office to be filled and five (5) but not limited to five (5) names for the Nominating Committee; and
- e. Send a copy of the Nominating Committee report to the NFLPN office at least sixty (60) days prior to convention and a copy to all members at least thirty (30) days prior to convention.

SECTION 5. Nominations from the floor shall be in order following the report of the Nominating Committee. A member making a nomination shall submit the nominee's qualifications and written consent to serve if elected to the Secretary immediately following nominations.

ARTICLE IX AMENDMENTS

SECTION 1. These Bylaws may be amended at the Annual Convention.

SECTION 2. All proposed amendments to the NFLPN Bylaws shall be submitted to the Bylaws Committee Chairman for consideration of the Bylaws Committee, on or before April 1st.

SECTION 3. These Bylaws may be amended by a two-thirds (2/3) vote at the Annual Convention of NFLPN, provided that notice of the proposed amendments has been mailed to the Delegates at least thirty (30) days prior to the convention.

SECTION 4. These Bylaws may be amended at any Annual Convention of NFLPN without previous notice by a nine-tenths (9/10) vote.

SECTION 5. Any amendment adopted by NFLPN applicable to Constituent State Associations shall automatically become a part of the Bylaws of each Constituent State Association and need not be submitted for approval.

SECTION 6. The Bylaws Committee may make editorial changes, which in no way alter the intent of Bylaws or Amendments.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the meetings of NFLPN in all cases to which they are applicable and not inconsistent with these Bylaws.

STANDING COMMITTEES & RULES

Adopted October 2007

“Standing Committees are constituted to perform a continuing function and remain in existence permanently or for the life of the assembly that establishes them.” (taken from Robert’s Rules of Order)

There shall be the following Standing Committees, which shall consist of a Chairman, Vice Chairman and at least one other member.

If the Chairman is absent or unable to serve, the Vice Chairman shall assume the duties of the Chairman.

Each Standing Committee shall serve a term concurrent with the President.

A quorum for a committee shall consist of a majority of the members of a committee.

A Committee Chairperson may request from the President and the NFLPN Executive Board the removal and the replacement of a Committee Member that is inactive and non-responsive to the duties of the Committee.

The duties of the Standing Committees shall be as follows:

1. The Awards Committee shall:
 - a. Promote and recognize outstanding achievements of LPN/VNs that are and continue to be members in good standing of NFLPN.
2. The Bylaws Committee shall consider for approval all proposed amendments to the Bylaws and provide a copy of approved proposed amendments to the NFLPN office on or before June 15.
3. The Continuing Education Committee shall:
 - a. Develop and promote continuing education programs for Licensed Practical Nurses;
 - b. Compile and distribute information on education facilities and resources;
 - c. Encourage and motivate Licensed Practical Nurses to pursue continuing education; and
 - d. Work cooperatively with community agencies in the development of continuing education programs for Licensed Practical Nurses.
4. The Convention Planning Committee shall:
 - a. Prepare, organize, and present an agenda for the Annual NFLPN Convention;
 - b. Consist of the Executive Committee, and three (3) other members; and
 - c. Be chaired by the Vice President and Co-chaired by the Secretary.
5. The Credentials Committee shall:
 - a. Keep accurate record of all in attendance at the Annual Convention;
 - b. Report record of attendance to the House of Delegates at each Business Session; and
 - c. Check credentials of current membership status for voting.
6. The Ethics Committee shall receive, review and respond on written complaint of conduct of any member when conduct is injurious to the organization or another person, or where any major infraction of the organization Bylaws has occurred.
7. The Finance Committee shall prepare and present an annual budget to the NFLPN Executive Board for adoption. The approved budget shall then be distributed to the delegates at the annual meeting.
8. The Government Affairs Committee shall:
 - a. Inform NFLPN of pending federal legislation pertaining to nurses, nursing, and health and education; and
 - b. Recommend policy and action concerning state and federal legislation regarding Practical Nurse education and practice.
9. The Committee of Members of State Boards of Nursing shall:
 - a. Be composed of Licensed Practical Nurses serving on State Boards of Nursing; and
 - b. Inform and/or make recommendations to the NFLPN Executive Board of changes pertaining to nursing education, licensure, and practice that would affect the LPN/VN in their State.

10. The Membership Committee shall:
 - a. Study and evaluate matters affecting membership in the association; and
 - b. Develop plans to retain members and increase membership. Such plans shall be subject to the approval of the NFLPN Executive Board.
11. The Resolutions/Position Statements Committee shall prepare and present resolutions/position statements that affect the education and practice of Practical Nursing.
12. The State Presidents Committee shall:
 - a. Make recommendations to the NFLPN Executive Board on matters pertinent to Constituent State Association programs and on matters of mutual interest; and
 - b. Plan for and conduct a joint Conference of State Presidents and NFLPN Executive Board at the Annual Convention.
13. The Strategic Planning Committee shall:
 - a. Ensure goals set forth for NFLPN are recognized and implemented; and
 - b. Review goals on an annual basis to update as progress is made.
14. The Students Affairs Committee shall:
 - a. Organize and conduct a Student Day Program at the Annual NFLPN Convention; and
 - b. Develop plans for recruitment of student members and further collaborate with PN Educators/Schools. Such plans shall be subject to approval of the NFLPN Executive Board.
15. The Ways and Means Committee shall consider ways to generate funds for NFLPN.

HOUSE OF DELEGATES

Adopted October 2007

SECTION 1. The House of Delegates shall:

- a. Take positions, determine policy and set direction on issues of a national nature;
- b. Elect members of the Executive Board and Nominating Committee; and
- c. Adopt and amend Bylaws when necessary.

SECTION 2. The House of Delegates shall be composed of:

- a. Members of the NFLPN Executive Board;
- b. Past Presidents of NFLPN;
- c. Delegates elected by ballot by official voting bodies of the Constituent State Associations;
- d. Delegates elected by Individual Members-at-Large at the Annual Convention;
- e. Delegates elected by International Members-at-Large at the Annual Convention;
- f. Delegates elected by Military Members-at-Large at the Annual Convention.

SECTION 3. The number of Delegates shall be:

- a. Eight (8) Delegates from the Executive Board;
- b. All living Past Presidents who are currently members;
- c. Four (4) delegates plus two (2) for each fifty (50) active and retired members or greater than one-half (1/2) of fifty (50) as of December 31 preceding the Annual Convention for:
 1. Each Constituent State Association;
 2. Individual Members-at-Large;
 3. Military Members-at-Large; and
 4. International Members-at-Large.

SECTION 4. Election of Delegates.

- a. Constituent State Associations
 1. Prior to February 1st of each year, the headquarters office of NFLPN shall notify the President and Secretary of each Constituent State Association of the number of Delegates and Alternates to which each is entitled.
 2. To insure equitable representation, each Constituent State Association shall elect Delegates by ballot. The Delegates shall be chosen by plurality vote.
 3. A newly formed Constituent State Association may elect Delegates determined by the number of members dues that have been paid at the time of application for a charter.
- b. Members-at-Large.
 1. Delegates representing Individual Members-at-Large shall be elected from among the Individual Members-at-Large registered at the Annual Convention at a meeting called by the NFLPN President preceding the Annual Convention.
 2. Delegates representing Military Members-at-Large shall be elected from among the Military Members-at-Large registered at the Annual Convention at a meeting called by the NFLPN President preceding the Annual Convention.
 3. Delegates representing International Members shall be elected from among the International Members registered at the Annual Convention at a meeting called by the NFLPN President preceding the Annual Convention.

SECTION 5. A member of NFLPN attending the Annual Convention shall present their membership card or receipt for paid dues when registering at the Credentials signature table.

SECTION 6. Alternates in the same number as Delegates may be elected by Constituent State Associations, Individual Members-at-Large, Military Members-at-Large, and International Members-at-Large.