PURPOSE

The purpose of these By-Laws is to establish for the Advanced Practice Providers (APP) Council, a forum within the University of Mississippi Health Care and all entities, for networking, support, professional development, formulation of policies and education.

MEMBERSHIP

Any advanced provider, who has satisfactorily completed a formal post-basic educational program, with the primary purpose of such a program being to prepare for advanced and specialized practice and has passed an appropriate certification examination, such as an advanced practice nurse (APN), physician’s assistant (PA) or certified nurse specialist (CNS), shall be eligible for membership in the APP Council.

Students currently enrolled in an advanced provider masters program may be a member of the council and serve on committees. However, these members are not entitled to vote or hold an office.

RULES OF ORDER

The rules contained in Roberts Rules of Order shall govern this Council in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this council.

A quorum must be present in order to transact business. One-Twentieth of the members of the Council and two officers shall constitute a quorum.

All checks, drafts, or orders for payment of money, notes or other evidence of indebtedness issued in the name of the APP Council greater than $500.00 shall be signed by the Chair and Treasurer. Any withdrawals from the account must be approved by the council prior to the withdrawal.

OFFICERS AND ELECTIONS

Officers:

The elected officers of the Council shall consist of Chair-Elect, Communication Coordinator, and Treasurer. Officers shall be elected by the eligible members of the APP Council. The Chair-Elect shall be elected for a term of one year. At the end of that one year term the Chair-Elect will assume the role of Chair for a one year term. At the end of which he/she will serve a one year term as Past Chair. The Communication Coordinator and Treasurer shall be elected for a term of two years with the Treasurer during odd years and Communication Coordinator during even years. No officer shall
hold the same office for more than two consecutive terms. Officers shall take office at the beginning of the fiscal year, beginning July 1.

**Elections:**

The Nominating Committee shall prepare a ballot of the persons nominated for office. To be nominated the member must have attended 80% of the monthly meetings (this can be verified with the APP Council secretary). The list of nominees and their biographical sketch shall be emailed to the general membership approximately 30 days prior to the election. The election will be in May and the results will be announced at the June meeting.

**Ballots:**

The ballot will be available on Healthstream two weeks prior to the May election, beginning on a Monday and ending on Monday.

**Vacancies:**

In the event a vacancy occurs in the office of Chair, the Chair Elect shall take the office for the remainder of the term and remain in that position for one year. A person will be appointed by the APP Council officers to finish the term of the Chair Elect. In the event any other elected officer cannot fulfill their term an alternate will be appointed by the APP Council Officers.

Any officer who is absent from two consecutive meetings, without prior notice, shall be removed from that position and an alternate will be appointed by the APP Council Officers to fulfill the term of duty.

**OFFICER RESPONSIBILITIES**

**CHAIR** (1 year position)

1. Coordinate the administrative matters, business, and affairs of the council
2. Plans, coordinates, organizes and presides monthly programs
3. Prepares agenda and presides at monthly organization meetings
4. Directs committee activities
5. Executes, with the Treasurer all financial matters pertaining to the council
6. Functions as a liaison to other committees as designated by the Chief Advanced Practice Officer (CAPO)
7. Appoints chairperson for all committees
8. Serve as the ex-officio member on all committees
9. Shall call special meetings when necessary
10. Attend monthly APP Council officers meeting.

**CHAIR ELECT** (Elected 1 year Position)

1. Ensures orderly transition of APP Council with annual change in officers
2. Presides at monthly organization meeting in the absence of the Chair.
3. Assists in planning and organizing monthly programs
4. Oversees committee work
5. Serves on the Legislative Committee
6. Special Projects
7. Attend monthly APP Council officers meeting.

**PAST CHAIR** (1 year position)

1. Provide leadership/guidance to the officers
2. Ensures resolution of action items and pursuance of council goals
3. Serves as a resource to officers
4. Special projects
5. Attend monthly APP Council officers meeting.

**TREASURER** (Elected 2 year position)

1. Maintains records and funds collected by the organization
2. Pays bills and maintains checkbook
3. Collects money and makes deposits
4. Provides a written financial report at monthly council meeting
5. Special Projects
6. Attend monthly APP Council officers meeting.

**COMMUNICATION COORDINATOR** (Elected 2 years position)

1. Works in association with all committees to disseminate information/advertising.
2. Maintains current computer/email distribution list of advanced practice providers.

4. Send designated correspondence to APP members via email (ie minutes, monthly agenda, announcements, etc…)

5. Special Projects

6. Attend monthly APP Council officers meeting

**SECRETARY** (Non-Voting Position)

1. Sends minutes to council chair for review and signature.

2. Transcribe and prepare minutes for council meeting

3. Compiles and maintains council attendance

**MEETINGS**

Officer Committee: Will meet monthly.

General Council: Will meet monthly.

**COMMITTEES**

The committees shall be standing or ad hoc. Each committee shall have a chairperson appointed by the APP Council Chair. Committee members will be volunteers or solicited by APP Council Officers. All committees will be comprised of a minimum of three members and a maximum of seven members. Committee members may serve on any one committee for a maximum of two consecutive years. Attendance at committee meetings is expected. (Recurrent absences may result in excusal from the committee)

**Standing Committees:**

1. Bylaws Committee

   This committee makes recommendations for bylaw changes or amendments and shall be responsible for publishing and posting proposed bylaw changes to the membership at least 30 days before the monthly meeting. The committee shall be composed of APP Council officers and one member at large.

2. Membership/Mentoring/Nominating Committee:

   Every effort will be made to have members of this committee represent different geographic areas. Members will prepare election ballots and instructions for accessing the ballot on line if you are going to be unable to attend the May meeting.

3. Marketing/Public Relations Committee:
This committee shall work to develop marketing and public relations strategies to promote the interest of Advanced Practice Providers. The committee shall encourage and coordinate coalition formation with other groups and actively solicit consumer support for Advanced Practice Provider.

4. APP Education and Research Committee:

This committee shall plan, coordinate, and implement educational programs and special conferences. The Chair, or a designated member of the committee, will be responsible for submitting the continuing education (CE) application.

5. Legislative Committee:

This committee shall work to be involved with Legislative issues related to the Advanced Practice Providers and keep membership informed. The committee will develop appropriate responses to legislative initiatives.

6. Ad Hoc Committees

Ad hoc committees for special tasks may be appointed by the chair. Ad hoc committees shall limit their activities to the accomplishment of the task for which they were created and upon completion of the task, shall stand discharged.

OFFICERS

Chair: Angela Boleware, MSN, FNP  aboleware@umc.edu

Chair-Elect: Kristi Godson, MSN, FNP  kgoodson@umc.edu

Past Chair: Darlenia Andrews, MSN, FNP  dandrews@umc.edu

Treasurer: Colleen Cannon, MSN, FNP  ccannon@umc.edu

Communication Coordinator: Lora Lonidier, DNP, FNP, ACNP, CCRN  ljlonidier@umc.edu

Secretary: Barbara McCoy, Medical Staff Coordinator  bmccoy@umc.edu

CHIEF ADVANCED PRACTICE OFFICER (CAPO)

Kristi Henderson, DNP, FNP, ACNP  khenderson@umc.edu