



PHILIPPINE NURSES ASSOCIATION

OF

METROPOLITAN HOUSTON

Table of Contents

ARTICLE I	NAME AND LOCATION
ARTICLE II	OBJECTIVES
ARTICLE III	MEMBERSHIP AND DUES
ARTICLE IV	OFFICERS AND DUTIES
ARTICLE V	EXECUTIVE BOARD
ARTICLE VI	MEETINGS AND QUORUM
ARTICLE VII	NOMINATIONS AND ELECTIONS, TERMS AND VACANCIES
ARTICLE VIII	COMMITTEES
ARTICLE IX	ADVISORY COUNCIL
ARTICLE X	FISCAL YEAR
ARTICLE XI	OFFICIAL PUBLICATION
ARTICLE XII	DISSOLUTIONS
ARTICLE XIII	AMENDMENTS
ARTICLE XIV	NON-DISCRIMINATORY POLICY
ARTICLE XV	PARLIAMENTARY AUTHORITY

OBJECTIVES

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

1. Promote activities that will enhance a sense of unity among the Filipino-American nurses and its Associate members.
2. Network with other professional organizations and agencies to develop and implement programs relevant to nursing practice, education, and research.
3. Actively participate in community activities.
4. Collaborate with organizations and agencies to facilitate the professional and cultural adjustments of Filipino-American nurses.
5. Collaborate with other organizations and agencies in projects and activities to help promote the preservation of our cultural heritage

PREAMBLE

We, the Filipino-American nurses and its Associate members residing in the Metropolitan Houston, imploring the aid of the Divine Providence, motivated by a desire to organize and unite for a common cause, do ordain and promulgate this Constitution and Bylaws

ARTICLE I

NAME AND LOCATION

Section I: Name

The name of this professional, voluntary, non-sectarian, and non-profit organization is the **PHILIPPINE NURSES ASSOCIATION OF METROPOLITAN HOUSTON**. Its official abbreviation shall be **PNAMH**.

Section II: Location

The office of the **PNAMH** shall be located at the residence of the current President.

ARTICLE II

PURPOSE AND OBJECTIVES

Purpose:

The purpose of **PNAMH** is to provide a forum for upholding the professional image and fostering the welfare of the Filipino-American nurses and its Associate members.

ARTICLE III

MEMBERSHIP AND DUES

Section I: Membership

Membership in this association is a privilege and contingent on compliance with the requirements as specified by this Constitution and Bylaws.

Section II: Categories of Membership:

- A. Active member:** Any Filipino/American nurse who has been granted a license to practice as a registered nurse in the Philippines and any state in the United States and/or its territories.
- B. Associate member:** Any registered nurse of non- Filipino ethnic origin with a license to practice in any state in the United States and/or its territories and recommended by an active member including Licensed Vocational Nurses and Student Nurses..
- C. Honorary Member:** A person to whom honorary membership is conferred by virtue of a majority vote of the Executive Board. This person must have rendered distinguished service or valuable assistance to the nursing profession and towards achieving the objectives of this association.

Section III: Representation

- A. Active members are eligible to hold an elected office, have the right to vote, serve on appointed committees, exercise and delegate power.
- B. Associate members shall have the rights and privileges of active members except for the following: hold an elected office and act as a Chairperson of a committee.
- C. Honorary members may serve as resource persons in matters relevant to their specific field of expertise. They have neither voting privileges nor the power to delegate.

PNAMH Constitution and Bylaws

- D. Membership status and eligibility shall be determined from the information on the application form and shall be noted on the membership card and roster.

Section IV: Dues

- A. Membership shall be renewed annually in January.
- B. Annual membership dues shall be determined by the Executive Board.
 1. A membership due of \$80 shall be payable every year or \$150 for two years.
 2. Active and Associate members shall pay the same membership dues.
 3. Student Nurses will pay the membership dues of \$25 annually.
 4. Pnamh Life-Time Membership is limited to past presidents and will be conferred to the President after completion of his/her term.
 5. PNA (Philippine Nurses' Association of America) membership for Life-Time members is optional. .
 6. Any Pnamh member who recruits five (5) or more members in a current year will be awarded free membership for the next calendar year.
- C. Delinquency and reinstatement:
 1. Any member whose dues are not received on or before expiration of Membership shall be removed from the roster and all privileges from the association shall be withdrawn.
 2. Reinstatement will occur upon payment of renewal dues.

Section V: Termination of Membership

The membership of any member shall be terminated upon the occurrence of any of the following events:

- 1) The revocation or suspension of a member's nursing license.
- 2) The conviction of felony which indicates that the member may be a danger to public health or safety.

Before a Pnamh terminates any membership, the following procedure shall be followed:

- 1) A notice stating the reasons for termination shall be sent to the member by the Pnamh President thirty days before termination.
- 2) The notice shall be sent through prepaid, first class or registered mail, to the most recent address shown in chapter records.

- 3) If the member decides that he or she would like an n opportunity to be heard in person, he/she must communicate in writing to the PNAMH President within five (5) days the termination letter was received.
- 4) The Executive Board shall schedule a hearing at least five (5) days before effective date of termination. Alternatively, a member shall be given the right to submit a response in writing at least five (5) days before date of termination.

ARTICLE IV

OFFICERS AND DUTIES

Section I: The elected officers of this association shall consist of:

- President
- President-Elect
- Vice-President
- Secretary
- Treasurer
- Auditor
- Business Manager
- Public Relation Officer
- Board Members (8 members)

Section II: The appointed officers of this association shall be: Assistant Secretary, Assistant Treasurer, Committee Chairpersons, and the Parliamentarian.

Section III: The duties and powers of the officers of the association shall be such as implied by the inherent nature of their respective titles and all such duties as specified in the Constitution and Bylaws of the PNAMH.

A. President

The President shall be responsible for the operation of the association. He/She shall:

1. Preside on all meetings of the Board and the Association.
2. Appoint, suspend or remove an officer from office for a legitimate cause with the approval of the Executive Board.
3. Sign all official documents.
4. Appoint all Committee Chairpersons
5. Serve as an ex-officio adviser of all committees except the Committee on Nominations and Elections.
6. Represent the association at meetings and functions of other organizations, or designate an alternate.
7. Appoint Ad Hoc and special task forces.

B. President-Elect

The President-Elect shall:

1. Perform such duties as may be delegated by the Executive Board.
2. Be the chairperson of the Constitution and Bylaws committee.

C. Vice-President

The Vice-President shall:

1. Perform the duties of the President in his/her absence.
2. Perform such other duties as may be delegated by the Executive Board.

D. Secretary

The Secretary shall:

1. Maintain a record of the proceedings of all the meetings.
2. Prepare and distribute the minutes of the meeting to the Executive Board and the general assembly.
3. Function as a historian for the association.
4. Keep reports and records, including Constitution and Bylaws, and the standing rules of the association.
5. Keep on file all pertinent information related to projects, programs, and activities of the association.
6. Keep on file accurate membership roster compiled and reported by the Membership Committee Chair.

5. Assistant Secretary

The Assistant Secretary shall:

1. Assist the Secretary in functions as delegated by the President or the Executive Board and assumes the duties of the Secretary in his/her absence.
2. Call the Executive Board Members for Board and special meetings.
3. Serve as a member of the Membership committee.

6. Treasurer

The Treasurer shall:

1. Be responsible for all the financial affairs of the association.
2. Keep a complete record of all receipts and disbursements.
3. Performs appropriate banking transactions as designated by the Executive Board.
4. Issue checks, countersigned by the President for all expenditures approved by the Executive Board.
5. Assist in the direction of fund raising activities.

6. Present financial records for audit by the Auditor.
7. Act as a Chairperson of the Budget and Finance Committee.
8. Submit a monthly financial report at the Executive Board and the General Assembly meetings.
9. Endorse a complete record and funds to the incoming Treasurer thirty days after the induction ceremony.

7. Assistant Treasurer

The Assistant Treasurer shall:

1. Perform the duties of the Treasurer in his/her absence.
2. Perform such duties as may be delegated by the Executive Board.
3. Forward any financial activity received from any source to the Treasurer.

8. Auditor

The auditor shall:

1. Perform an audit of the Association's funds twice a year or as deemed necessary and submit a written audit report to the Executive Board.
2. Perform other duties as delegated by the Executive Board.
3. Serve as a member of the Budget and Finance Committee.

9. Business Manager

The Business Manager shall:

1. Coordinate the business aspects of projects undertaken by the Association.
2. Act as the Chairperson of Ways and Means Committee.

10. Public Relations Officer

The Public Relations Officer shall:

1. Coordinate public relation activities of the Association.
2. Coordinate all publicity and advertisements.
3. Act as the Chairperson of the Publicity committee.

11. Board Members

Each Board Member shall:

1. Act as a Chairperson of a standing committee or be an active member of at least one committee.
2. Perform functions as required by the Executive Board.

L. Parliamentarian

Ensures compliance of the Robert's Rule of order during meetings.

ARTICLE V

EXECUTIVE BOARD

Section I: Executive Board

The governing body of this association shall be the Executive Board consisting of all elected officers, the appointed officers who are the Assistant Secretary, the Assistant Treasurer and the Parliamentarian and the Advisory Council. The Executive Board has the power and authority over all affairs of the Association.

Section II: Duties of the Executive Board

1. Directs the business and financial affairs of the association.
2. Establishes administrative policies.
3. Fosters growth and development of the association.
4. Authorizes the formulation and awarding of contracts.
5. Reviews recommendation of the President and determines action to be taken.
6. Reviews committee reports and determines action to be taken on recommendations.
7. Fills all vacancies on the Executive Board, unless otherwise specified by the Bylaws.
8. Authorizes the representation and participation of the association in activities other than the non-profit activities and functions of the association.
9. Reviews and authorizes publications proposed by any member as they affect the philosophy, views, and image of the association.
10. Performs such other duties and exercises authority as prescribed in the Bylaws.
11. Approves all appointments made by the President.

ARTICLE VI

MEETINGS – QUORUM

Section I: Meetings

A. Executive Board

1. The Board shall meet monthly as scheduled by the President.
2. Special Executive Board meetings may be called by the President or upon written request by three members of the Executive Board.
3. A schedule including the time and place for all meetings of the Executive Board shall be sent to each member through postal or electronic mail at least thirty (30) days prior to the meeting.
4. Notifications of special meetings shall be done through electronic mail, telephone or facsimile.
5. The presence of at least nine (9) members of the Executive Board shall constitute a quorum.
6. The Executive Board members are expected to attend at least 50% of the scheduled meetings.
- 7.

2. General Assembly

1. The General Assembly meeting shall be on the 3rd Thursday of the month or as designated by the Executive Board. July and December are designated as sabbatical months.

Section II: Committees

Standing committees and Ad Hoc committees shall meet as often as necessary.

Section III: Quorum (General Assembly)

- A. The presence of at least nine (9) members including 2 members of the Executive Board shall constitute a quorum.
The voting body of the General Assembly shall be as follows.
 1. The Executive Board
 2. All members
- B. All meetings shall be conducted according to the Robert's Rule of Order.

ARTICLE VII

**NOMINATIONS AND ELECTIONS
TERMS AND VACANCIES**

Section I: Nominations and Elections Committee

- A. The Immediate Past-President will automatically serve as the Chairperson of the Nominations and Election Committee. The members of the committee shall be appointed by the Exec Board representing various geographical areas of Metropolitan Houston.
- B. To be eligible to serve on the Nominations and Elections Committee, the

appointee must have been an active member of the association for two (2) consecutive years preceding the appointment.

- C. Duties of the Nominations and Elections Committee:
 - 1. Prepares a list of nominees, accompanied by a written intent to serve and submit to the Executive Board for review, ninety (90) days prior to election.
 - 2. Prepares and issues the official ballots to voting members.
 - 3. Receives all returned ballots.
 - 4. Officiates election proceedings and tally the ballots.
 - 5. Announces election results.
 - 6. Destroys the ballots upon approval or after a motion by the Executive Board.

Section II: Eligibility to serve in an elected office

- A. To be eligible to serve for an elected office, a nominee must have an active PNAMH membership status.
- B. Nominees must have demonstrated active participation in the association's activities.
- C. A nominee must be a candidate for only one office at any given time. If currently holding an elected office, a nominee may not be a candidate for another office, unless the current term expires at the time of election.

Section III: Elections

- A. Biannual elections shall be held during a general membership meeting of that designated election year.
- B. Eligibility to vote shall be validated using the current membership list submitted to the Nominations and Elections Committee at least one hundred twenty (120) days prior to Election Day.
- C. The ballots shall be issued to the voting members at least sixty (60) days prior to Election Day, and shall be returned and received no later than ten (10) days prior to Election Day.
- D. Plurality elects and in case of a tie, choice shall be by lot.

Section IV: Terms of office

- A. All elected officers and members of the Executive Board shall serve a term of two (2) years and may be reelected to the same office for another term. The President and the President-Elect shall serve only 2 year terms with no re-election
- B. When an officer is unable to finish his/her term (with the exception of the President and President –Elect), the Board shall appoint a successor to assume office for the remainder of the term.

- C. In the event the President resigns, the President – Elect will assume the remainder of the term. If the remaining term is six months or more, this will constitute as his/her term of office as the President. If the remaining term is less than six months, he/she will serve this remaining term as President in addition to his/her prescribed term. The Vice-President will assume the term of the President –Elect if the President –Elect resigns before completion of term.

Section V: Resignation

- A. Resignation by any officer shall be in writing to the President and the Executive Board shall respond in thirty (30) days upon receipt of such notice.

ARTICLE VIII

COMMITTEES

Section I: The standing committees of this association shall be:

- | | |
|-----------------------------|--------------------------------|
| A. Budget/Finance | F. Membership |
| B. Constitution and Bylaws | G. Nominations and Elections |
| C. Community Outreach | H. Publicity |
| D. Education | I. Scholarship and Recognition |
| E. Legislative/Human Rights | J. Ways and Means |

Section II: The Chairpersons of the standing committees

The Chairpersons of the standing committees shall be appointed by the President with the approval of the Executive Board. The committee shall consist of a Chairperson, a Co-Chair and at least three (3) members. The Chairperson must be one of the Executive Board members. The Co-Chair and the committee members must be an active member of the organization for at least three (3) months.

Section III: Composition and Duties

- A. The standing committee shall assume its responsibilities relative to its specific objectives.
- B. The President shall appoint the Chairperson of each committee.
- C. The Chairperson shall have the privilege to select his/her committee members.

Section IV: Committee Responsibilities shall be as follows:

A. Budget/Finance Committee:

1. Keeps a record of all disbursements and revenues.
2. Disburses funds for incurred expenses with approval by the President.

2. Constitution and Bylaws Committee:

1. Reviews Constitution and Bylaws of the association and submits amendment proposals to the Executive Board.
2. Presents the proposed amendments to the membership after approval by the Executive Board.

C. Membership Committee:

1. Keeps an accurate membership roster.
2. Initiates programs for membership recruitment of the association.
3. Initiates programs for membership retention.

D. Education Committee:

1. Plans and implements education programs to meet the membership continuing education (CEU) requirements.
2. Acts as a resource for local chapter and other nursing organizations in planning and implementing educational programs.
3. Keeps permanent records related to educational offerings specified by the Texas Nurses Association accreditation.
4. Ensures maintenance of Pnamh status as a Continuing Education Provider.

E. Legislative/Human Rights Committee:

1. Disseminates information regarding current issues and legislative bills that directly and indirectly affect the members and the nursing profession.
2. Collaborates with other organizations/agencies in addressing and supporting legislation affecting the nursing profession and health care.
3. Addresses violation of human rights against any member or non-members.

F. Ways and Means Committee:

1. Secures funds through reasonable means including fundraising to augment the treasury.

G. Publicity Committee:

1. Explores means of promoting the interest of the association.
2. Submits press releases to the news media as approved by the Board.
3. Disseminates information to State Chapters and PNA Executive Board regarding programs and activities undertaken by the association.
4. Publishes the newsletter of the association.
5. Website

H. Nominations and Election Committee:

1. Refer to Article VII, Section 1, C.

I. Community Outreach Program Committee:

1. Keeps records of current volunteer activities.
2. Disseminates information of the PNA community activities to members via:
 - a. Direct communication
 - b. Posters and flyers
 - c. Nurse Link (Official Newsletter)
3. Attends official meetings of community organizations affiliated or involved with PNA.
4. Addresses and responds to concerns related to community services (i.e., disasters, health fairs, etc.)

J. Scholarship and Recognition Committee:

1. Publishes the qualifications and criteria for the nursing scholarship and nursing excellence awards.
2. Reviews and analyze the applications of the candidates.
3. Recommends the awardees to the Executive Board.

ARTICLE IX

ADVISORY COUNCIL

Section I: Composition of the Advisory Council

The Advisory Council shall be comprised of the past presidents of the association who have maintained good standing and active participation. Members of the Advisory Council are expected to attend 50% of the scheduled meetings.

Section II: Functions of the Advisory Council

PNAMH Constitution and Bylaws

1. Acts in an advisory capacity and participates in deliberations and proposals made by of the Executive Board.
2. Participates in activities to further the goals and functions of the association.

ARTICLE X

FISCAL YEAR

Section I: Fiscal year of the association

The fiscal year of the association begins in January and ends in December

ARTICLE XI

OFFICIAL PUBLICATION

Section I: Official Publication of the association

The official publication of the association shall be the NURSE LINK.

ARTICLE XII

DISSOLUTION

Section I: In the event of dissolution of the association

In the event of dissolution of the association, the general membership will be notified and approval obtained by two-thirds (2/3) majority vote thirty (30) days prior to dissolution. Liabilities and funds donated to non-profit organizations will be approved by the general membership.

ARTICLE XIII

AMENDMENTS

Section I: Amendments to the Constitution and Bylaws shall be ratified by a two-thirds (2/3) majority vote during a General Assembly meeting designated by the Executive Board.

Provisions:

PNAMH Constitution and Bylaws

- a. Revision of the Constitution and Bylaws shall be limited to no more than once in every year.
- b. The proposal for the revision of the Constitution and Bylaws shall be presented to the Executive Board by the Constitution and Bylaws Committee Chairperson for an affirmative vote
- c. Adoption of the revised Constitution and Bylaws shall require two-thirds (2/3) of the Executive Board's vote in its favor.

Section II: Amendments to the Constitution and Bylaws shall be submitted to the Executive Board for consideration by petition from at least ten (10) members of the association.

Section III: Amendments to the Constitution and Bylaws shall take effect upon ratification by the general membership.

ARTICLE XIV

NON-DISCRIMINATION POLICY

Section I: The association shall not discriminate against any applicant or member because of race, creed, age, sex, sexual orientation, religion, or handicap. All individuals shall be judged solely on the basis of competence and performance.

Section II: The Executive Board shall monitor compliance with this non-discriminatory policy.

ARTICLE XV

PARLIAMENTARY AUTHORITY

1. Robert's Rule of Order shall govern this association in all cases not covered by the Constitution and Bylaws.

END

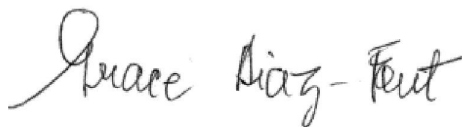
Amendments are ratified by the PNAMH Executive Board and general members.

PNAMH Constitution and Bylaws



Signature: _____

Riza V. Mauricio, RN, MSN, CPNP-PC/AC, CCRN
President-Elect (2008-2009)
Chairperson, Constitution and Bylaws Committee
Philippine Nurses Association of Metropolitan Houston



Signature: _____

Grace Diaz – Font, RN, MSN
President (2008-2009)
Philippine Nurses Association Metropolitan Houston

Revised on June 12, 2009
Revised on August 20, 2008