

**PHILIPPINE NURSES ASSOCIATION  
of  
METROPOLITAN HOUSTON -  
TEXAS GOLDEN TRIANGLE  
(PNAMH-TGT)**

**OUR FUTURE  
LOGO HERE**



**Beaumont, Texas  
United States of America**

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## **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 in the Texas Golden Triangle area.
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 in the Texas Golden Triangle area.
4. Collaborate with organizations and agencies to facilitate the professional and cultural adjustments of Filipino-American nurses in the Texas Golden Triangle area.
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 Golden Triangle of Southeast Texas, 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 – TEXAS GOLDEN TRIANGLE. Its official abbreviation shall be PNAMEH-TGT.

#### Section II: Location

The office of the PNAMEH-TGT shall be located at the residence of the current President.

## **ARTICLE II**

### **Purpose**

The purpose of PNAMEH-TGT 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.
- 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. The official calendar year of the PNAMH-TGT is June-to-May. Membership shall be renewed annually in June.
- B. Annual membership dues shall be determined by the Executive Board.
  - 1. A membership due of eighty dollars (\$80) shall be payable every year. The annual membership due will be disbursed as follows:
    - i. Thirty dollars (\$30.00) annual national membership due to the Philippine Nurses Association of America (PNA).

- ii. Ten dollars (\$10.00) annual local chapter membership due to the Philippine Nurses Association of Metropolitan Houston (PNAMH).
- iii. Forty dollars (\$40.00) annual sub-chapter membership due to the Philippine Nurses Association of Metropolitan Houston – Texas Golden Triangle (PNAMH-TGT).

2. Active and Associate members shall pay the same membership dues.
3. Student Nurses will pay the membership dues of twenty five dollars (\$25) annually.
4. PNAMH-TGT Life-Time Membership is limited to past presidents and will be conferred to the President after completion of his/her term.
5. Any PNAMH-TGT 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

A. 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.

B. Before a PNAMH-TGT 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-TGT 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 opportunity to be heard in person, he/she must communicate in writing to the PNAMH-TGT 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

- A. President
- B. Vice-President/President-Elect
- C. Secretary
- D. Treasurer/Business Manager
- E. Public Relation/Recruitment and Membership Officer

Section II: The Appointed Officers

- A. Assistant Secretary
- B. Assistant Treasurer
- C. Committee Chairpersons

Section III: The Duties and Powers of the Officers

The duties and powers of the elected and appointed 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 PNA-MH-TGT.

A. President

1. The President shall be responsible for the overall operation of the association.
2. He/She shall:
  - iv. Preside on all meetings of the Executive Board and the Association.
  - v. Appoint, suspend or remove an officer from office for a legitimate cause with the approval of the Executive Board.
  - vi. Sign all official documents.
  - vii. Appoint all Committee Chairpersons.
  - viii. Serve as an ex-officio adviser of all committees except the Committee on Nominations and Elections.
  - ix. Represent the association at meetings and functions of other organizations, or designate an alternate.
  - x. Appoint Ad Hocs and Special Task Forces.
  - xi. Call the Executive Board Members and Committee Chairpersons to a monthly meeting and special meetings as necessary.

B. Vice-President/President-Elect

1. The Vice-President/President-Elect shall be responsible in assuming the duties of the President in his/her absence.
2. He/She shall:
  - i. Perform such duties as may be delegated by the Executive Board.
  - ii. Be the chairperson of the Constitution and Bylaws committee.

- iii. Reviews Constitution and Bylaws of the association and submits amendment proposals to the Executive Board.
- iv. Presents the proposed amendments to the membership after approval by the Executive Board.
- v. Perform an audit of the Association's funds and assets twice a year or as deemed necessary together with an active chapter member.
- vi. Submit a written audit report to the Executive Board.

C. Secretary

1. The Secretary shall be responsible for maintaining a record of the proceedings of all the meetings of the association.
2. He/She shall:
  - i. Prepare and distribute the minutes of the meeting to the Executive Board and the General Assembly.
  - ii. Function as a historian for the association.
  - iii. Keep reports and records, including Constitution and Bylaws, and the standing rules of the association.
  - iv. Keep on file all pertinent information related to projects, programs, and activities of the association.
  - v. Keep on file accurate membership roster compiled and reported by the Membership Committee Chair.

D. Treasurer/Business Manager

1. The Treasurer shall be responsible for all the financial affairs of the association.
2. He/She shall:
  - i. Keep a complete record of all receipts and disbursements.
  - ii. Performs appropriate banking transactions as designated by the Executive Board.

- iii. Issue checks, countersigned by the President for all expenditures approved by the Executive Board.
- iv. Assist in the direction of fund raising activities.
- v. Coordinate the business aspects of projects undertaken by the association.
- vi. Present financial records for audit by the Vice-President/President-Elect.
- vii. Act as a Chairperson of the Budget and Finance Committee.
- viii. Submit a monthly financial report at the Executive Board and the General Assembly meetings.
- ix. Endorse a complete record and funds to the incoming Treasurer thirty (30) days after the induction ceremony.
- x. Submit the required annual membership due collected to PNAMH Treasurer on a monthly basis to be disbursed as follows: thirty dollars (\$30.00) to PNAA and ten dollars (\$10.00) to PNAMH.
- xi. Deposit all funds collected from annual membership due (\$40.00) and fund raising activities to the official bank of the Sub-Chapter in Beaumont, Texas.

E. Public Relations/Recruitment and Membership Officer

1. The Public Relations/Recruitment and Membership Officer shall be responsible for exploring means of promoting the interest of the association.
2. He/She shall:
  - i. Coordinate public relation activities of the association.
  - ii. Act as the Chairperson of the Publicity committee.
  - iii. Coordinate all publicity and advertisements of the association.
  - iv. Submit press releases to the news media as approved by the Executive Board.

- v. Disseminate information to PNAMH Executive Board regarding programs and activities undertaken by the association.
- vi. Initiates programs for membership recruitment of the association.
- vii. Implements programs for membership retention.
- viii. Keep an accurate membership roster.
- ix. Submit monthly membership report to the Secretary for filing purposes.
- x. Publishes the Sub-Chapter event(s) through PNAMH newsletter.
- xi. Reports new members to PNAMH Treasurer and Membership Chair.
- xii. Submit to PNAMH the membership fees of new members on a monthly basis.
- xiii. PNAMH will submit the required PNAA fee of all PNAMH-TGT members annually. PNAMH Membership Committee Chair is responsible for processing new members of PNAMH-TGT to PNAA and issuing PNAMH membership card to the new members.

## **ARTICLE V**

### **Executive Board**

#### Section I: Executive Board

- A. 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 Committee Chairpersons.
- B. The Executive Board has the power and authority over all affairs of the association.

**Section II: Duties of the Executive Board**

- A. Directs the business and financial affairs of the association.
- B. Establishes administrative policies.
- C. Fosters growth and development of the association.
- D. Authorizes the formulation and awarding of contracts.
- E. Reviews recommendation of the President and determines action to be taken.
- F. Reviews committee reports and determines action to be taken on recommendations.
- G. Fills all vacancies on the Executive Board, unless otherwise specified by the By-Laws.
- H. Authorizes the representation and participation of the association in activities other than the non-profit activities and functions of the association.
- I. Reviews and authorizes publications proposed by any member as they affect the philosophy, views, and image of the association.
- J. Performs such other duties and exercises authority as prescribed in the By-Laws.
- K. Approves all appointments made by the President.

**ARTICLE VI**

**Meetings and Quorum**

**Section I: Meetings**

**A. Executive Board**

1. The Executive Board shall meet monthly in Beaumont, Texas as scheduled by the President and quarterly (August, November, February, and May) with the PNAMH Executive Board Meeting via telephone conference call, Skype conference meeting or personal attendance in Houston, Texas.

2. Special Executive Board meetings may be called by the President or upon written or verbal 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 four (4) 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.

B. General Assembly

1. The General Assembly shall meet on the last Saturday of each quarter or as designated by the Executive Board.
2. Special General Assembly meetings may be called by the President or upon written or verbal request by three members of the Executive Board.
3. A General Assembly Meeting schedule including the time and place for all meetings 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.

Section II: Committees

- A. Standing committees shall meet as often as necessary.
- B. Ad Hocs and Special Task Forces shall meet as often as necessary.

Section III: Quorum (General Assembly)

- A. The presence of at least five (5) members including three (3) members of the Executive Board shall constitute a quorum.

- B. The voting body of the General Assembly shall be as follows:
  - 1. The Executive Board
  - 2. All paid members
- C. 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 Executive Board representing various geographical areas of Southeast Texas.
- B. To be eligible to serve on the Nominations and Elections Committee, the appointee must have been an active member of the association for one (1) year 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-TGT membership status for one year.
- 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 Vice-President/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 Vice-President/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 Vice-President/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.

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. Community Outreach
- B. Education
- C. Scholarship and Recognition
- D. Ways and Means
- E. Nominations and Elections

Section II: The Chairpersons of the Standing Committees

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

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 with approval from the Executive Board.

- C. The Chairperson shall have the privilege to select his/her committee members.

Section IV: Committee Responsibilities shall be as follows:

A. Community Outreach

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

B. Education

1. Plans and implements quarterly 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 organization providing the education contact hours.

C. Scholarship and Recognition

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.

4. Organizes the Awarding Ceremonies of the Scholars and Nurse Awardees.

D. Ways and Means

1. Secures funds through reasonable means including fundraising to augment the treasury.
2. Coordinate with Treasurer in planning fundraising activities.

E. Nominations and Elections

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

**ARTICLE IX**

**Advisory Council**

Section I: Composition of the Advisory Council

- A. The Advisory Council shall be comprised of the immediate past President of the PNAMH-TGT, the President of PNAMH, and the sub-Chapter Committee Chair of PNAMH who have maintained good standing and active participation.

Section II: Functions of the Advisory Council

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

**ARTICLE X**

**Fiscal Year**

Section I: Fiscal Year of the Association

- A. The fiscal year of the association begins in June and ends in May.

## **ARTICLE XI**

### **Official Publication**

Section I: Official Publication of the Association

- A. The official publication of the association shall be incorporated with PNAMH's Nurse Link.

## **ARTICLE XII**

### **Dissolutions**

Section I: In the Event of Dissolution of the Association

- A. 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.
- B. 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

- A. Shall be ratified by a two-thirds (2/3) majority vote during a General Assembly meeting designated by the Executive Board.
- B. Provisions:
  - 1. Revision of the Constitution and Bylaws shall be limited to no more than once in every year.
  - 2. 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.
  - 3. 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-Discriminatory 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**

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

## **ARTICLE XVI**

### **Separation from PNAMH**

Section I: PNAMH-TGT can organize as an independent chapter at the end of the Fiscal Year under the following conditions:

- A. Minimum of 30 active members.
- B. Agreed by the majority votes of the PNAMH-TGT Executive Board.
- C. Written notification to PNAMH allowing thirty (30) days to process the separation.

**END**

Amendments are ratified by the PNAMH-TGT Executive Board and General Assembly.

Signature: \_\_\_\_\_  
Riza V. Mauricio, MSN, RN, CCRN, CPNP-AC  
President (2010-2012)  
Philippine Nurses Association of Metropolitan Houston (PNAMH)

Signature: \_\_\_\_\_  
Phillip Y. Parcon, MSN, RN, ACNP-BC, CPAN, CCRN-CMC, CSC  
President (2010-2012)  
Philippine Nurses Association of Metropolitan Houston – Texas Golden Triangle (PNAMH-TGT)

Signature: \_\_\_\_\_  
Lorlei V. Miranda, BSN, RN, CCRN  
Vice-President/President-Elect (2010-2012)  
Chairperson, Constitution and Bylaws Committee  
Philippine Nurses Association of Metropolitan Houston – Texas Golden Triangle (PNAMH-TGT)

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