

**PHILIPPINE NURSES ASSOCIATION
of
METROPOLITAN HOUSTON – NORTH
Constitution and Bylaws**

**Houston, Texas
May 30, 2011**

Philippines Nurses Association of Metropolitan Houston-North
Constitution and Bylaws

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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 North Houston 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 North Houston area.
4. Collaborate with organizations and agencies to facilitate the professional and cultural adjustments of Filipino-American nurses in the North Houston 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 North Houston 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.

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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 – NORTH. Its official abbreviation shall be PNAMH- North.

Section II: Location

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

ARTICLE II

Purpose

The purpose of PNAMH- North 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.

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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. Any 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- North is June-to-May. Membership shall be renewed annually in May.
- B. Annual membership dues shall be determined by the Executive Board.
 - 1. A membership due of eighty dollars (\$80) shall be payable ever year or one hundred fifty dollars (\$150) for two (2) years.

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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- North Life-Time Membership is limited to past presidents and will be conferred to the President after completion of his/her term.
5. Any PNAMH- North 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- North terminates any membership, the Following procedures shall be followed:
 1. A notice stating the reasons for termination shall be sent to the member by the PNAMH- North President thirty days (30) before termination.
 2. The notice shall be sent through prepaid, first class or registered mail, to the most recent address shown in chapter records.

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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- North 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. President-Elect
- C. Secretary
- D. Treasurer/Business Manager
- E. Three (3) Board Members as Chair of the following Committees:
 - Ways and Means Committee
 - Education Committee
 - Membership Committee

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 PNAMH- North.

A. President

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

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- i. Preside on all meetings of the Executive Board and the Association.
- ii. Appoint, suspend or remove an officer from office for a legitimate cause with the approval of the Executive Board.
- iii. Sign all official documents.
- iv. Appoint all Committee Chairpersons.
- v. Serve as an ex-officio adviser of all committees except the Committee on Nominations and Elections.
- vi. Represent the association at meetings and functions of other organizations, or designate an alternate.
- vii. Appoint Ad Hoc and Special Task Forces.
- viii. Call the Executive Board Members and Committee Chairpersons to a monthly meeting and special meetings as necessary.

B. President-Elect

1. 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. Review Constitution and Bylaws of the association and submits amendment proposals to the Executive Board.
 - iv. Present 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.

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vi. Submit a written audit report to the Executive Board.

C. Secretary and Assistant Secretary

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.

Assistant Secretary

1. He/She shall:
 - i. Assists the Secretary in functions as delegated by the President or the Executive Board.
 - ii. Assumes the duties of the Secretary in her absence.
 - iii. Calls the Executive Board members for Executive Board or for special meetings.
 - iv. Serves as a member of the Membership committee.
- E. Treasurer/Business Manager and Assistant Treasurer/Business Manager

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Treasure and 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. Perform appropriate banking transactions as designated by the Executive Board
 - iii. Disburse 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
 - vi. Present financial records for audit by the 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.
 - xi. Deposit all funds collected from fund raising activities to the official bank of the Sub-Chapter in or around Houston area.
 - xiv. Reconcile with PNAMH Treasurer remaining membership fund at the end of the Fiscal Year.

Assistant Treasurer and Business Manager

1. He/She shall:

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- i. Perform the duties of the Treasurer/Business Manager in his/her absence.
- ii. Perform other duties as delegated by the President or the Executive Board.

E. The Board Members

1. Shall act as Chairperson of a standing committee as appointed or designated by the Executive Board.
2. Shall perform functions as designated by the Executive Board.

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.

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- 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 North Houston, 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 (3) 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.

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B. General Assembly

1. The General Assembly shall meet on the last Saturday of each quarter (January, April, July, October) 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 (3) 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 members of PNAMH-North subchapter
- 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

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members of this committee shall be appointed by the Executive Board representing various geographical areas of North Houston, 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 and is not running for office.

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-North 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.

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- B. Eligibility to vote shall be validated using the current membership list submitted to the Nominations and Elections Committee at least one 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 (6) months or more, this will constitute as his/her term of office as the President. If the remaining term is less than six (6) 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. Education Committee
- B. Ways and Means Committee
- C. Membership Committee

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Section II: The Chairpersons of the Standing Committee

- 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 will be selected from among the elected Board members.
- 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 Chairperson shall have the privilege to select his/her committee Co-Chair and it's members.

Section IV: Committee Responsibilities shall be as follows:

A. Education:

1. Plans and implements yearly 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 specified by the organization providing the education contact hours.
4. Publishes sub-chapter event(s) by submitting a write-up to PNAMH Messenger.

B. Ways and Means Committee

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

C. Membership Committee

1. Keeps an accurate membership roster.
2. Initiates programs for the membership recruitment of the organization.
3. Initiates programs for retention of membership.
4. Reports new members to PNAMH Membership Chair and remits membership payments in collaboration with PNAMH-North Treasurer.
5. Ensures all new members of PNAMH-North receive membership ID cards from PNAMH.

D. 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 past Presidents of the PNAMH- North, President of PNAMH, and past Presidents of PNAMH designated by PNAMH-North EB 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.

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- 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 Messenger.

ARTICLE XII

Dissolutions

Section I: 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:

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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-North can organize as an independent chapter at the end of the Fiscal Year under the following conditions:

- A. Minimum of thirty (30) active members.
- B. Agreed by the majority votes of the PNAMH- North Executive


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Board.

C. Written notification to PNAMH allowing thirty (30) days to process the
separation.

END

Amendments are ratified by the PNAMH- North 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: _____

Eillen Luster, BSN, RN, CCRN

President (2011-2013)

Philippine Nurses Association of Metropolitan Houston – North (PNAMH- North)

Signature: _____

Lilibeth Williams, BSN, RN, CCRN

President-Elect (2011-2013)

Chairperson, Constitution and Bylaws Committee

Philippine Nurses Association of Metropolitan Houston – North (PNAMH-North)

Signature: _____

Carlito Silva, BSN, RN

Past President, PNAMH

Advisor (2011-2013)

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Original Date Created: May 28, 2011

Revised: May 30, 2011 (Riza)

Revised: June 3, 2011 (Riza)

Edited: June 17, 2011 (Riza)