

SOCIETY OF PSYCHIATRIC ADVANCED PRACTICE NURSES (SPAPN)

BYLAWS

Approved October 19, 2025

This document serves as the governing bylaws for the Society of Psychiatric Advanced Practice Nurses.

SOCIETY OF PSYCHIATRIC ADVANCED PRACTICE NURSES (SPAPN)

BYLAWS

ARTICLE I: TITLE, PURPOSE, AND FUNCTIONS

Section 1 – Title

The name of this association shall be the *Society of Psychiatric Advanced Practice Nurses* (hereafter referred to as "the Society").

Section 2 – Purpose

The Society is an independently organized body whose purpose is to:

- Advance psychiatric advanced practice nursing as a profession;
- Promote the role and visibility of the Psychiatric advanced Practice Nurses (PMHNP);
- Assure public access to high-quality psychiatric care through continued support and development of the role.

Section 3 – Functions

The Society shall:

- Support members through networking and peer engagement;
- Promote professional development (education, mentoring, supervision);
- Recognize excellence in psychiatric advanced practice nursing;
- Communicate scope and standards to professionals and consumers;
- Enhance interprofessional collaboration;
- Educate the public about mental health;
- Advocate for strategies to prevent mental illness and promote wellness;
- Monitor and respond to mental health care trends and policy.

ARTICLE II: MEMBERSHIP

Section 1 – Membership Categories

The Society shall have the following membership categories:

- Clinical Membership

- Associate (Student) Membership
- Lifetime Membership
- Premium Membership
- Premium Plus Membership
- Neophyte Membership

Section 2 – Eligibility and Privileges

Clinical Membership:

- Must be a licensed RN and a licensed psychiatric-mental health advanced practice nurse practitioner;
- Submit an application, contract and agreement based on SPAPN requirements, including APN license number;
- Remit dues;
- Full privileges: voting, holding office.

Associate (Student) Membership:

- Must be a licensed RN;
- Must be enrolled in or a recent graduate of an accredited psychiatric APN program, in good standing, working toward certification;
- Remit dues;
- May participate in committees but may not vote or hold elected office.

Lifetime Membership:

- Clinical Members who are fully retired (65+) and/or permanently disabled;
- Must have maintained Clinical Membership for at least 5 consecutive years;
- Remit dues;
- Full Clinical Member privileges.

Premium Membership:

- Must meet all Clinical Member criteria;
- Maintain RN and APN licensure, PMHNP certification, malpractice insurance;

- Minimum of 2,500 post-certification PMHNP practice hours;
- Full privileges: voting, benefits, holding office;
- Access to quarterly peer supervision.

ARTICLE III: DUES

- Clinical Membership: \$125/year
- Associate Student Membership: \$50/year
- Lifetime Membership: \$25/year
- Discounts apply per SPAPN Board of directors, CFO and ED discretion*

Policies:

- Dues payable upon application and annually thereafter;
- Electronic reminders will be sent;
- Membership will be terminated after 30 days of nonpayment.
- Paying in advanced is allotted depending on CFO discretion.

ARTICLE IV: EXECUTIVE BOARD

Section 1 – Structure and Elections

The Executive Board shall consist of the following officers:

- Executive Director (appointed, voting)
- Chief Financial Officer (appointed, voting)
- President
- Immediate Past President
- Secretary
- Director of Public Relations/Media Liaison
- Director of Education and Training
- Director of Legislative Affairs
- Director of Awards and Elections

- Student Liaison Representative (appointed, non-voting)

Board of Directors

1. **Role.** The Board of Directors shall serve in an advisory and fiduciary capacity.
2. **Duties.** The Board shall:
 - Review financial reports and audits.
 - Provide advice and recommendations to the Executive Director.
 - Ensure compliance with applicable federal and state nonprofit requirements.

Election. Members of the Board of Directors shall be elected by the membership and may be removed at the discretion of the Executive Director. No elected board member may serve more than two consecutive terms in the same office, unless discretion to ED. Absence from two meetings without cause constitutes resignation.

All positions except ED, CFO, and Student Liaison are elected by Clinical Members and serve two-year terms.

Executive Director (ED) – shall be the Chief Executive Officer (CEO) of the organization and shall have authority over the affairs, operations, policies, and programs of SPAPN.

Duties

- Develop strategic plans with the Board
- Serve as spokesperson
- Oversee program alignment with mission
- Coordinate annual bylaws review
- Lead fundraising and outreach
- Supervise operations, ensure compliance
- Work with CFO on budgets, approve major expenses
- Ex Officio Member of all committees
- **Term.** The Executive Director shall serve indefinitely unless voluntarily resigning. The Executive Director may be removed only by a unanimous vote of the full Board of Directors.

Chief Financial Officer (CFO)– Duties

- Develop and manage budget
- Handle Society funds, deposits, and disbursements
- Maintain itemized financial records
- Provide quarterly and annual financial reports
- Coordinate annual financial review
- Submit quarterly reports to ED and Board
- Ensure compliance with IRS and state regulations
- Coordinate with third-party vendors as needed (lobbyist)
- Coordinate Premium/Premium Plus/Neophyte membership

Term. The CFO shall serve indefinitely unless voluntarily resigning or removed by a unanimous vote of the full Board of Directors or voluntary resigning.

- Transfer materials to successor within 30 days

Collaborative Fiscal Authority

The ED and CFO shall jointly oversee all expenditures. Their shared responsibilities include:

- Budget development and forecasting
- Vendor contract approval
- Investment strategies
- Quarterly reporting to the Executive Board

All financial activity must:

- Comply with bylaws and laws
- Be subject to audits and internal controls
- Maintain transparency and ethical standards

President – Duties

- Preside at meetings
- Prepare meeting agendas & presentations
- Appoint committee chairs with Board approval

- Submit and archive annual report

Immediate Past President – Duties

- Advise President as needed

Vice President – Duties

- Assume President's duties when needed
- Serve as Membership Committee Chair
- Maintain current roster, manage renewals
- Submit annual membership report

Secretary – Duties

- Handle correspondence
- Record minutes
- Maintain records and inventory
- Archive materials annually
- Submit annual report

Director of Public Relations/Medica Specialist – Duties

- Manage media and communications
- Draft press releases and marketing materials
- Serve as spokesperson
- Maintain external communications
- Oversee advertiser/vendor relations
- Post regularly in social media
- Submit annual report and archive materials

Director of Education and Training – Duties

- Serve as facility planner for two annual conferences with ED
- Assing with and complete applications for CEUs
- Conduct training needs assessment

- Develop annual educational calendar and budget
- Submit annual report and archive materials
- Aide if identify faculty speakers for conferences

Director of Legislative Affairs – Duties

- Monitor legislation
- Develop legislative agenda
- Communicate with policymakers
- Attend policy meetings
- Collaborate with other NJ organizations in regards to policy and participate in group committees as needed
- Submit annual report and archive materials

Director of Awards and Elections – Duties

- Awards Committee Oversight
 - Solicit nominations for key distinctions, including:
 - Psychiatric APN Excellence Award
 - Leadership Award
 - Advocacy Award
 - Lifetime Achievement Award
 - Review nominations and assess candidates based on established criteria.
 - Recommend award recipients to the Executive Board for final approval.
 - Notify awardees and facilitate their recognition at the Society’s Awards Meeting.
 - Purchase awards in collaboration with the ED and CFO;
 - Submit an annual written report on committee activities and archive all related materials promptly after the annual meeting.

Nominating & Elections Committee Leadership

- Receive from the President the list of officer terms due to expire at least 90 days before the Annual Meeting.

- Solicit nominations and prepare a complete slate of candidates (with required consent).
- Oversee electronic election process with webmaster support, ensuring full compliance with the Society's Bylaws.
- Allow Clinical Members to write in eligible candidates with their consent.
- Ensure that election procedures reflect transparency, fairness, and reliability.
- Submit an annual report post-election and deliver records to the Secretary and archives within 30 days.

Reporting & Meetings

- Must chair both committees and report their actions twice per year to the Executive Board.
- Oversees the internal calendar for nominations, elections, and award timing to align with Society meeting schedules.
- Works collaboratively with the Executive Board, webmaster, and Committee members to carry out accurate and efficient processes.

Student Liaison – Duties

- Represent student interests
- Gather and relay student feedback
- Promote student engagement in events
- Disseminate updates to students
- Collaborate with leadership and institutions
- Submit periodic reports
- Assist with student membership acquisition as needed

ARTICLE V: COMMITTEES

Section 1 – Standing and Ad Hoc Committees The Society shall maintain the following six standing committees:

- Membership Committee
- Public Relations Committee

- Education and Training Committee
- Legislative Committee
- Awards Committee
- Nominating and Elections Committee

Each committee must meet at least twice annually, either in person or electronically. The Committee Chair is responsible for submitting a report to the Executive Board after each meeting.

Ad hoc committees may be established at the discretion of the Executive Director, President, and the Executive Board, as needed.

Section 2 – Membership Committee Chair: Vice President

Members: Chief Financial Officer (CFO) and three additional Society members approved by the Executive Board.

Term: Two years; members may be reappointed.

Duties:

- Recommend membership policies and strategies
- Lead recruitment efforts
- Verify applicant eligibility and licensure
- Notify applicants of membership status
- Introduce new members at meetings
- Monitor membership renewals and engage lapsed members

Section 3 – Public Relations/Media Committee Chair: Director of Public Relations

Members: Three additional Society members approved by the Executive Board

Term: Two years; members may be reappointed

Duties:

- Draft and distribute press releases
- Maintain an active online presence (social media; Facebook, Instagram, LinkedIn)
- Provide and update website content

- Develop and distribute promotional materials

Section 4 – Education and Training Committee Chair: Director of Education and Training

Members: Three Society members approved by the Executive Board

Term: Two years; members may be reappointed

Duties:

- Assess educational needs of members
- Develop an annual education calendar and budget
- Plan general membership continuing education programs
- Coordinate CEU accreditation for educational events
- Develop training for APNs, healthcare professionals, and consumers

Section 5 – Legislative Committee Chair: Director of Legislative Affairs

Members: Three Society members approved by the Executive Board

Term: Two years; members may be reappointed

Duties:

- Assess and identify legislative priorities
- Propose Society positions on relevant legislation and regulations
- Communicate with legislators. Policy groups and regulatory agencies
- Disseminate legislative updates
- Advocate for APN-related policy initiatives
- Provide testimony when needed

Section 6 – Awards Committee Chair: Senior member of two appointed committee members

Term: Two years; members may be reappointed by the Executive Board

Duties:

- Solicit and review award nominations
- Recommend recipients for:

- Psychiatric APN Excellence Award
- Leadership Award
- Advocacy Award
- Lifetime Achievement Award
- Present award recommendations to the Executive Board for approval
- Notify and recognize awardees at the Awards Meeting
- Submit an annual report and archive all committee materials

Section 7 – Nominating and Elections Committee Chair: Senior member of the two-person committee

Members: Two members elected in alternating years

Ex-Officio: Immediate Past President (alternating years)

Duties:

- Receive list of expiring officer terms 90 days prior to the Annual Meeting
- Solicit nominations and compile candidate slate
- Conduct electronic elections with webmaster assistance
- Ensure election procedures align with Bylaws
- Submit annual report and archive materials post-election

ARTICLE VI: ELECTIONS

Section 1 – Terms and Election Schedule

- **Even-numbered years:** President, Director of Legislative Affairs, Director of Public Relations/Media Specialist
- **Odd-numbered years:** Vice President, Secretary, Director of Education and Training

Section 2 – Procedures

- Nominating Committee prepares slate and ballot
- Elections conducted electronically with assistance from the webmaster
- Clinical Members may write in eligible nominees with their consent
- A plurality vote determines the winner; ties resolved by drawing lots

- Safeguards will be implemented to ensure election fairness
- Results reported to the Executive Board and candidates; announced at Annual Meeting
- Terms begin at the conclusion of the Annual Meeting.
- All election records preserved by the Chair of the Nominating Committee with webmaster assistance

ARTICLE VII: MEETINGS AND PRESENTATIONS

Section 1 – Regular Meetings The Society shall hold at least two meetings per year:

- **Annual Meeting:** Includes awards presentation and conference in Fall
- **General Membership Meeting:** Includes continuing education in Spring
- **New Practitioner Orientation:** Held annually during one of the scheduled meetings

Section 2 – Special Meetings Called by the Executive Board or a majority of members by written request. Only business listed in the call may be addressed.

Section 3 – Order of Business at Annual Meeting

1. Call to Order
2. Introduction of New Members
3. Approval of Minutes
4. Officer Reports
5. Committee Reports
6. Presidential Address
7. Old Business
8. New Business
9. Induction of Officers
10. Officer Recognition
11. Awards Presentation
12. Adjournment

Section 4 – Notice Requirements

- Regular meetings: 30 days' notice
- Special meetings: 10 days' notice

Section 5 – Voting Only Clinical and Lifetime Members in good standing may vote. One vote per member per matter.

ARTICLE VIII:

QUORUM A quorum for membership meetings consists of:

- At least four Executive Board members/

QUORUM A quorum for membership meetings consists of:

- At least two Executive Board members, and
- At least ten Clinical or Lifetime Members

ARTICLE IX: FISCAL YEAR The fiscal year shall run from January 1 through December 31.

ARTICLE X: PARLIAMENTARY AUTHORITY The most recent edition of *Robert's Rules of Order* shall govern all procedural matters not covered by these bylaws.

ARTICLE XI: AMENDMENTS

- The Executive Board may propose Bylaws amendments.
- Any member may submit amendment suggestions to the Board.
- Proposed changes shall be communicated at least 30 days prior to voting.
- A two-thirds (2/3) majority of voting members is required to adopt amendments.

Adopted: October 11, 1973

Revised: January 2001; January 25, 2004; March 2004; March 2010; March 2011; January 2012; August 2012; June 2016; August 2017; May 5, 2018; November 14, 2020. October 19, 2024.

Overhauled: August 20, 2025