

International Society of Psychiatric-Mental Health Nurses
Bylaws

Article I. Name and Affiliation

A. **Name** The name of the organization shall be the International Society of Psychiatric-Mental Health Nurses.

B. **Member Organizations** The International Society of Psychiatric Mental Health Nurses (hereafter referred to as ISPN) will be comprised of Divisions. The founding organizations are: Association of Child and Adolescent Psychiatric Nurses, Inc. (ACAPN), the International Society of Psychiatric Consultation Liaison Nurses, Inc. (ISPCLN) and the Society for Education and Research in Psychiatric-Mental Health Nursing (SERPN). Each Division will maintain its specialized focus and identity.

C. **Affiliation** The ISPN shall be an autonomous body with collaborative relationships with other organizations whose purposes have an impact on ISPN or one of its Divisions.

D. **Divisions** Under the direction of the governing board and the approval of the membership, other specialty divisions may be added to the organization.

Article II. Purpose and Functions

A. **Purposes** The purposes of the ISPN are to unite and strengthen the presence and the voice of specialty psychiatric-mental health nurses; to promote equitable quality care for individuals and families with mental health problems; to enhance the ability of psychiatric-mental health nurses to work together on major issues affecting the nursing profession; to provide expanded opportunities for networking and leadership development, and to impact health care policy in order to facilitate more effective use of available human and financial resources.

B. **Functions of the Organization** The functions of the organization shall be to:

1. Promote quality psychiatric nursing care provided to infants, children, adults and communities;
2. Articulate essential components of psychiatric-mental health nursing in undergraduate and graduate education;
3. Promote and encourage research, especially outcome studies, by advanced practice psychiatric-mental health nurses;
4. Develop and promote health care policy which emanates from psychiatric-mental health education, clinical practice and research;
5. Articulate the role of psychiatric-mental health nurses in meeting the needs of those persons who have a mental illness, their families and others affected by mental illness, and those populations at high risk for mental illness;
6. Create systems for the sharing of knowledge and resources with nursing and other psychiatric-mental health disciplines;
7. Collaborate with other professionals to attain equitable access to mental health care for patients, families and communities.

Article III. Membership

Section 1. Classification of Membership

- A. Members shall be professional registered nurses who are interested in psychiatric-mental health nursing practice in all settings, clinical practice, education, administration, and/or research.
- B. This organization represents the collective interests of Divisions {e.g. ACAPN, ISPCLN, SERPN and AGPN (Adult and Geropsychiatric-Mental Health Nurses)}, therefore ISPN members will identify their special interest groups and receive the related benefits for that group.
- C. Membership in the ISPN is acquired by completing an application, meeting the requirements of membership and paying annual dues. ISPN membership entitles members to the benefits of membership in one or more of the Divisions. Membership in multiple Divisions will require adjusted dues as set by the Governing Board.
- D. Associate members shall be retirees or students who are enrolled in graduate programs that have psychiatric-mental health nursing as their major area of concentration. Associate members will be members of the ISPN and one Division. Associate members shall have a reduced membership fee as set by the Governing Board.
- E. Honorary members will be elected by the Governing Board of ISPN.
- F. Only full members can hold office in the ISPN and Divisions.
- G. Membership shall be unrestricted by consideration of nationality, race, creed, lifestyle, color, gender, or age.

Section 2. Dues

- A. Dues structure is developed by the Finance Committee and approved by the Governing Board.
- B. The dues structure shall allow for adjusted rates for membership in multiple Divisions.

Section 3. Voting

- A. Each member of the ISPN will be entitled to one vote on issues brought before the entire ISPN body.
- B. Each full member of a respective Division will have voting rights within that Division as well as in the ISPN.
- C. Associate members may participate in committees and have voting rights in that committee. However, they will not have general voting rights in ISPN or the Division where they are associate members.

Article IV. Organizational Structure

Section 1. ISPN

A. **Structure** The ISPN will be comprised of the three founding Divisions: Association of Child and Adolescent Psychiatric Nurses (ACAPN), International Society of Psychiatric-Consultation Liaison Nurses (ISPCLN), Society of Education and Research in Psychiatric-Mental Health Nursing (SERPN) and the Adult and Geropsychiatric-Mental Health Nurses (AGPN), with a central Governing Board, Councils (as defined below), Operations Committees, and a Nominating Committee. The Divisions will maintain their specialized foci and identity. The organizational structure of the ISPN permits other psychiatric-mental health nursing groups to join ISPN as subsequent Divisions.

B. **Governing Board** The Governing Board will be comprised of twelve members: four officers (President, President-elect or Past President, Secretary and Treasurer), four Division Directors, and four Council Chairpersons. The Governing Board will execute decisions of and communicate with the national membership. Each Governing Board member will have one vote. The Governing Board will meet at least annually unless otherwise agreed upon. The functions of the Governing Board shall be to:

1. Supervise and coordinate the goals, activities, directions, priorities and future of the ISPN;
2. Establish administrative policies governing ISPN affairs;
3. Oversee finances of ISPN;
4. Keep records of the Governing Board's actions and report to the Membership at the Annual Meeting;
5. Establish and dissolve special committees, task forces and working groups as necessary to meet the purposes and goals of the ISPN.
6. Appoint members to external committees and as representatives to other organizations/groups;
7. Determine date and place of Annual Meeting and all special meetings;
8. Provide direction, oversight and approval of activities of Divisions, Councils and Committees. Each committee except the Nominating Committee shall have a designated Board Liaison.
9. The four officers of ISPN shall be empowered to act as an Executive Committee between regular meetings of the Governing Board to conduct business as needed.

C. **Councils**

1. There will be four Councils: Practice, Education, Research and Legislative Affairs.
2. The functions of the Councils shall be to:
 - a) Provide a forum for coordination, collaboration and consultation among the Divisions on issues of mutual interest.
 - b) Identify issues and strategies for action.
 - c) Propose activities/projects to the Governing Board.
 - d) Provide regular reports to the Governing Board and Divisions on their activities.
3. The Councils will report to the Governing Board, but will also be accountable for representing the concerns of the Divisions.

4. Each Council will have two elected representatives from each Division who will serve two year terms (minimum of eight members).
5. Council chairpersons shall be selected annually by the elected members of the Council.

D. Committees

1. Nominations. The Nominating Committee will be elected by the membership and will have four (4) Division seats plus two (2) at-large seats. Members may not serve in elected offices while also serving on the Nominating Committee, nor may they run for an elected office while serving on the Nominating Committee.
2. Operations. There will be six Operations Committees in the ISPN. Those Committees are Finance, Conference, Membership, Bylaws, Newsletter and Products. Committees will have representation appointed from each Division and the committee chair will report directly to the Governing Board.
 - a) Representatives to Operations Committees are appointed by the Division Leadership Team to serve a term of two years or until replaced.
 - b) Committee chairs will be selected by the committee members on an annual basis.
 - c) Operations Committees will report to the governing Board through their Board Liaison.
3. Duties and Functions of Operations Committees:
 - d) Finance Committee. In collaboration with the Treasurer will:
 - (1) Prepare and present annual budget;
 - (2) Communicate financial status of ISPN to the Governing Board;
 - (3) Prepare and present annual report to the membership.
 - e) Conference Committee.
 - (1) Work with conference management service to:
 - (a) Identify conference theme;
 - (b) Review abstracts from presentations;
 - (c) Review conference brochure;
 - (d) Prepare, review, refine and monitor conference budget.
 - (2) Provide verbal and written reports as requested.
 - (3) Discern national trends and issues for conference content to ensure that ISPN Division interests are represented.
 - f) Membership Committee
 - (1) Oversee the development and maintenance of a membership directory;
 - (2) Develop recruitment strategies and coordinate member activities;
 - (3) Develop proposals for membership retention, mentoring and leadership development.
 - g) Newsletter Committee
 - (1) Oversee the development and publication of a newsletter for the ISPN;
 - (2) Develop and implement strategies for gathering information for the newsletter from each officer, Division, Council and Committee.
 - h) Products Committee
 - (1) Receive product development ideas from members or structural units of the ISPN;
 - (2) Recommend to the Governing Board products for development and marketing;

- (3) Develop strategies and proposals for marketing products.
- i) Bylaws Committee
 - (1) Review the bylaws of the organization and recommend changes to the Governing Board;
 - (2) Draft revisions for submission to the membership;
 - (3) Publish revisions to the bylaws in a timely manner.

Section 2. Divisions

A. **Structure** Each Division will represent a specialty nursing organization. Divisions may charter chapters at the regional and/or local level.

B. Leadership

1. The Division shall be governed by a Leadership Team consisting of the Division Director, the Secretary/Treasurer, and the elected representatives to the Councils.
2. Appointed representatives to the Operations Committees, while not members of the Leadership Team, are responsible for reporting to the Leadership Team.

C. Functions

1. Provide a forum and place for networking and for supporting and mentoring colleagues in special areas of practice;
2. Provide opportunity and focus for specialty areas, issues and populations;
3. Promote advocacy and political/legislative issues as they relate to special areas;
4. Coordinate collaboration, communication and consultation among Divisions;
5. Identify trends and issues and forward to ISPN structural units (e.g., Conference Committee) for action;
6. Provide information and news to ISPN Newsletter.

Article V. Officers

Section 1. Titles

A. **ISPN** The officers of ISPN shall be: President, President-elect (or Past President in years when there is no President-elect), Secretary and Treasurer.

B. **Divisions** Each Division shall have a Division Director and Division Secretary/Treasurer.

C. **Councils** Each Council shall have an elected Chairperson

Section 2. Elections

A. The officers of the ISPN shall be elected by the entire membership.

B. The Division officers and Division representatives to Councils will be elected by members of that Division.

C. The Council Chairpersons shall be elected annually by the members of each Council.

Section 3. Duties

A. ISPN Officers

1. President. The President shall:
 - a) Act as the official representative of ISPN;
 - b) Convene and preside over all meetings of the Governing Board and the Membership as a whole;

- c) Appoint chairpersons of special committees and task forces;
 - d) Serve as ex-officio member of all committees except the Nominating Committee;
 - e) Administer all business of ISPN as provided in these bylaws;
 - f) Serve as a member of the Governing Board in the position of Past-President for one year after completing the term of office.
2. President-elect. The President-elect shall:
- a) Succeed into the Presidency at the end of the term of office;
 - b) Assist the President in communicating to the public the purpose and functions of the ISPN;
 - c) Fulfill the duties of President in his/her absence;
 - d) Assist the President as needed.
3. Secretary. The Secretary shall:
- a) Record and distribute minutes of all meetings;
 - b) Carry out correspondence as delegated;
 - c) Serve as historian and archivist for the ISPN;
 - d) Prepare and distribute other reports as directed by the President and Governing Board.
4. Treasurer. The Treasurer shall:
- a) Manage the finances of ISPN;
 - b) Serve as a member of the Finance Committee;
 - c) Provide regular financial reports to the Governing Board;
 - d) Provide an annual report of the finances of the organization as a whole for the membership;

B. Division Officers

1. Division Director. The Division Director shall:
- a) Serve as the Team Leader and official spokesperson for the Division;
 - b) Represent the Division on the ISPN Governing Board;
 - c) Convene and preside over all Division meetings;
 - d) Appoint Division task forces/committees as needed to conduct the business of the Division;
 - e) Communicate with Division members and Governing Board concerning Division issues/concerns/activities;
 - f) Collaborate with other Division Directors, ISPN Officers and Council Chairpersons to work on issues of mutual concern;
 - g) Be accountable for operating within the Division budget.
2. Division Secretary/Treasurer. The Division Secretary/Treasurer shall:
- a) Serve as recording and corresponding secretary for the Division;
 - b) Prepare and distribute minutes of all Division meetings;
 - c) Maintain financial records of the Division;
 - d) Prepare an annual Division budget request for submission to ISPN Finance Committee;
 - e) Prepare reports for the Division and ISPN Governing Board as directed;
 - f) Represent the Division on the Finance Committee.

C. Council Chairpersons The Chairperson of each council shall:

- 1. Represent the Council on the ISPN Governing Board;
- 2. Bring recommendations from the Councils to the Governing Board; and
- 3. Oversee activities delegated by the Governing Board.

Section 4. Terms of Office

A. The term of office for all ISPN and Division officers shall be two (2) years, with the exception of the President-elect, who serves for one year before ascending to the Presidency and the Past-President who serves one year as a member of the Governing Board.

B. Councils and Committees shall elect their chairperson each year from the current council/committee membership for a one-year term.

C. No person may serve more than two consecutive terms in the same office. After two consecutive terms, there must then be a lapse of two (2) years before the person can seek another term in that same office.

D. When Council or Committee members are deemed no longer able to carry out their responsibilities, the appropriate Division Director will appoint a representative from their division to serve until the term is complete.

Article VI. Nominations

Section 1. Structure

The Nominating Committee is elected by the membership. The committee is made up of one elected representative from each Division and two members at-large. The Chairperson of the Committee is elected by the Committee members.

Section 2. Duties

The Nominating Committee shall:

A. Coordinate all elections;

B. Develop ballots for all elections, seeking balanced representation from the Divisions in nominations for ISPN officers;

C. Obtain consents to serve;

D. Provide biographical information on each candidate to the voters.

Section 3. Nominations Process

All offices are open for self-nomination by any member who meets the criteria for that office. Any person requesting inclusion on the ballot shall submit a petition signed by at least three (3) members eligible to vote for that position.

Article VII. Elections

Section 1. ISPN

A. ISPN elections shall occur annually by mailed ballot.

B. Ballots will be mailed at least 45 days prior to the date of the election.

C. Ballots shall be returned to the organization by the date of the election. Ballots received after the election date shall not be included in the vote tally.

D. Ballots shall be counted by someone with no vested interest the outcome of the elections.

E. The results shall be announced at the Annual Business Meeting and newly elected officials shall take office at the close of the Business Meeting.

F. In the event of an elected office vacancy, the President shall appoint a person to fulfill the remainder of the unexpired term.

G. During the year when there is a President-elect, should a vacancy occur in the office of President, the President-elect will become President. In years when there is no President-elect, either the Secretary or Treasurer will become President, depending on who has the most tenure on the Governing Board. The vacant office would then be filled by appointment until an election can be held.

Section 2. Staggered Terms (* see addenda)

A. In even years, the President-elect, the Secretary and one member-at-large of the Nominating Committee shall be elected by the full membership.

B. In odd years, the Treasurer and one member-at-large of the Nominating Committee shall be elected by the full membership.

Section 3. Division Elections

A. Division Elections shall occur annually at the same time as the election for ISPN officers.

B. Each Division shall elect a Division Director, a Division Secretary/Treasurer, Council representatives and members of the Nominating Committee in alternate years. In odd-numbered years, each Division will elect a Division Director, one member of the Nominating Committee and one representative to each council. In even-numbered years, each Division will elect a Secretary/Treasurer and one representative to each council.

C. As additional Divisions join the organization, election of the Division officers and representatives will be elected using this alternate year pattern.

D. Each Division will elect one representative to each of the councils at each annual election.

Section 4. Vote

A majority vote of all ballots returned shall constitute election.

Section 5. Voting Privileges

A. Each full member of ISPN in good standing shall be entitled to one vote for positions which are elected by the total membership.

B. Members will also be entitled to vote in the elections of each Division to which they belong as full members.

Article VIII. Meeting

Section 1. Frequency of meetings

A. The regular business meeting of the organization shall be held annually unless otherwise ordered by the Board of Directors.

B. Special membership meetings may be called by the Board of Directors. The purpose for the special meeting shall be stated in the call to meeting. Notice of the special meeting shall be mailed to the members at least 60 days in advance.

Section 2. Quorum

For the Annual Business meeting or special membership meetings, a quorum shall consist of one-half of the Governing Board, and 20% of the full members. A quorum must be present for organization business to be transacted. A majority is one-half plus one of the full members present, once a quorum has been established.

Section 3. Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised, Current Edition, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of the organization.

Article IX. Amendments to Bylaws

Section 1. With notice

These bylaws may be amended at the annual meeting of ISPN when a quorum is present by two-thirds of the members present, provided that the proposed amendments shall have been mailed to the members at least thirty days in advance of the meeting.

Section 2. Without notice

The bylaws may be amended at any annual business meeting or special meeting of the organization when a quorum is present, by a ninety-nine percent vote of the members present.

Section 3. Addition of Divisions

Organized specialty nursing groups may apply to the Governing Board to become Divisions of ISPN. If the Governing Board approves, bylaws revisions will be drafted by the Bylaws Committee to include the new Division. The proposed bylaws change shall be presented to the membership, with notice, for approval, following the procedure outlined herein.

Article X. Dissolution

A resolution for dissolution of the organization shall be signed by a majority of the officers of the organization and shall be presented at a regular Board of Directors meeting. The Board of Directors shall then submit the resolution to the membership of each Division via a mailed ballot. This ballot shall include the reasons for dissolution. If three-fourths of the members of each Division shall vote for dissolution, the Board of Directors shall take the necessary steps to conclude the business of the organization in accordance with statutory requirements existing at the date such action is taken. After paying or making provisions for payment of all debts and liabilities incurred by the organization, the Board of Directors shall dispose of all assets of ISPN to an appropriate organization operated for educational or scientific purposes. The recipient organization or organizations shall at the time qualify as an exempt organization under section 501-(C)(3) of the Internal Revenue Code of the United States or the corresponding provision of any future United States Revenue Law.

XI. Amendments

Addendum A

Governing Board(11 Members)

4 Officers	{ President President-elect/Past President Secretary Treasurer	elected by entire ISPN membership
4 Division Directors	{ ACAPN ISPCLN SERPN AGPN	elected by members of that division
4 Council Chairs	{ Practice Education Research Legislation	chairpersons selected annually by the members of that council

Divisions

- Leadership Team (elected):
- Director
 - Secretary/Treasurer
 - 8 Council Representatives
- Appointed Positions:
- 6+ Committee Representatives

Nominating Committee Consists of 6 persons: one representative elected by each Division and two members-at-large elected by the entire ISPN membership.

Operations Committees Report to Governing Board; made up of representatives appointed from each Division.

Operations Committees	{ Finance Conference Membership Bylaws Newsletter Products
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Provisos for Implementation of New Bylaws

- A. All current members of ACAPN, ISPCLN and SERPN on December 31, 1998 are members of the ISPN. Honorary members elected as such before the ISPN formation will maintain honorary member status in the ISPN.
- B. Officers of the ISPN and its Divisions elected in the first election cycle will take office in January, 1999. In subsequent years, all elected officials will assume their positions at the close of business at the annual conference.
- C. During the first year (1999), there will be no position of "Past President" and the Governing Board will consist of 10 members for the first year.
- D. During the first election cycle only, members of the Nominations Task Force may run for elected office.
- E. All officers of the ISPN and its Divisions elected in the first election cycle (Nov/Dec, 1998) shall be considered as elected in 1999. Positions to be elected in the first cycle and the term of office are listed below. After the first year, the odd- and even-year terms in the bylaws will apply.

Addendum B (1/28/99)

Election Cycles for ISPN (after first cycle)

Group	Div	Odd Years	Even Years
GB		Treasurer	President Elect
GB		Nominating Comm (1 At Large)	Secretary
GB			Nominating Comm (1 At Large)
Div	ACAPN	Division Director	Secretary/Treasurer
Div	ACAPN	Nominating Comm Rep	Educ Council Rep
Div	ACAPN	Educ Council Rep	Leg Council Rep
Div	ACAPN	Leg Council Rep	Practice Council Rep
Div	ACAPN	Practice Council Rep	Research Council Rep
Div	ACAPN	Research Council Rep	
Div	ISPCLN	Division Director	
Div	ISPCLN	Nominating Comm Rep	Secretary/Treasurer
Div	ISPCLN	Educ Council Rep	Educ Council Rep
Div	ISPCLN	Leg Council Rep	Leg Council Rep
Div	ISPCLN	Practice Council Rep	Practice Council Rep
Div	ISPCLN	Research Council Rep	Research Council Rep
Div	SERPN	Division Director	Secretary/Treasurer
Div	SERPN	Educ Council Rep	Nominating Comm Rep
Div	SERPN	Leg Council Rep	Educ Council Rep
Div	SERPN	Practice Council Rep	Leg Council Rep
Div	SERPN	Research Council Rep	Practice Council Rep
Div	SERPN		Research Council Rep

Positions and Terms of Office for First Election Cycle (Nov/Dec 1998 - Installed Jan 1999)

<u>Office</u>	<u>Term</u>	<u>Divisions:</u>
President	2 years	Division Director 2 years
Secretary	1 year	Secretary/Treasurer 1 year
Treasurer	2 years	Practice Council Rep (Seat A) 2 years
At-large Nom Comm (Seat A)	2 years	Practice Council Rep (Seat B) 1 year
At-large Nom Comm (Seat B)	1 year	Edu Council Rep (Seat A) 2 years
		Edu Council Rep (Seat B) 1 year
		Research Council Rep (Seat A) 2 years
		Research Council Rep (Seat B) 1 year
		Leg Council Rep (Seat A) 2 years
		Leg Council Rep (Seat B) 1 year
		Nom Comm Rep { ACAPN 2 years
		{ ISPCLN 2 years
		{ SERPN 1 year

ADDENDUM C (4/24/99)

ISPN TRAVEL POLICY (Approved by ISPN membership 4/24/99)

1. All travel on behalf of ISPN must be pre-authorized by the Executive Committee or the Governing Board.
2. All reimbursable expenditures are to be incurred at the lowest possible cost. All exceptions should be documented and fully explained as an attachment to the expense reimbursement form.
3. Air travel should be booked at least 14 days in advance in order to take advantage of the lowest fares.
4. Automobile travel will be reimbursed at the current IRS rate.
5. Original detailed receipts are required for reimbursement of hotel bills, airline tickets, rental cars or other transportation.
6. Parking/tolls, local travel (such as taxis) to and from airports or meetings do not require receipts unless they are over \$50 for the trip. The least expensive transportation should be used whenever possible.
7. Telephone or other communication expenses must be documented and directly related to ISPN business to be reimbursed.
8. A per diem allowance will be made for each day of the meeting plus actual travel time at the rate of \$45 per day. This is to be used for meals (15% breakfast, 25% lunch, 50% dinner). Exceptions may be made, if pre-arranged, for special meals, such as banquets which are part of a meeting or conference.
9. Travel expense reports should be turned into ISPN headquarters within 7 days of return from an authorized trip.

ADDENDUM D

Previous Revision Dates:

April 2001

April 2002