



(Bylaws originally approved in 1999 and amended in 2001, 2002 and 2007)

Article I. Name and Affiliation

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

Article II. Purposes 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 include, but not be limited to:
 - 1. Promote quality psychiatric nursing care provided to persons across the lifespan.
 - 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. Eligibility and Classification of Membership

- A. Membership in ISPN shall be open to professional registered nurses who are interested in psychiatric-mental health nursing practice in all settings, clinical

practice, education, administration, and/or research. Membership shall be unrestricted by consideration of nationality, race, creed, lifestyle, color, gender, or age.

- B. Membership in the ISPN is acquired by completing an application, meeting the eligibility requirements of membership, and paying annual dues. ISPN membership automatically entitles members to affiliate with one Division (of the member's choosing); affiliation with more than one Division will require the payment of additional dues, to be determined by the Board of Directors.
- C. There shall be 4 different classes of membership as set forth below. Application for membership presumes and implies support for the stated goals of the Society.
 - 1. *Full membership* confers the privileges of voting and holding elective office.
 - 2. *Student membership* is for people who are enrolled in graduate programs that have psychiatric-mental health nursing as their major area of concentration. To maintain membership, students are required to submit verification of full-time student or post-doctoral training status each year with the membership renewal form. Students/trainees pay a reduced fee and do not have voting or office-holding privileges; however, Student members fully participate in committees to which they are appointed.
 - 3. *Retiree membership* is for people who have retired from full-time paid employment and who otherwise meet the criteria for "full" membership. Retirees engaging in part-time paid employment, totaling no more than 20 hours per week, are eligible for retired member status. Retired members pay a reduced membership fee and enjoy all rights of full membership.
 - 4. *The status of Fellow* is a distinction conferred by the Society on members in recognition of outstanding contributions to the field having to do with the generation of new and useful knowledge; meritorious accomplishment can include contributions to scientific research, clinical practice, public health, public policy, regulation, legislation, or advocacy. Fellows are members who have met the requirements for full membership, with all rights and privileges conferred therefrom in these bylaws. This category of membership shall be activated by majority vote of the Board of Directors, at which time a committee will be tasked with the responsibility of developing criteria and recommending to the Board consideration for the status of Fellow. Formal designation of "Fellow" is subject to approval by majority vote of the Board of Directors.

Section 2. Revocation of Membership.

Any member may be suspended for a period of time or expelled from the Society for just cause, including but not limited to, violation of any of the bylaws or rules of the organization, or for public conduct prejudicial to the best interests of the Society. Specific causes for expulsion shall include, but shall not be limited to, the following: (a) the representation of personal views or opinions to the media or to the public as official positions or policies of the Society, in the absence of explicit authorization by the Board of Directors or outside the context of official duties such as press officer; (b) conduct that contravenes the stated goals and objectives of the Society; (c) evidence of misrepresentation of information on the

application form; (d) violation of the ANA *Code of Ethics for Nurses*, or; (e) conviction for a felony or other serious legal offense. (Items (d) and (e) pertain to the applicant's professional activity.) Suspension or expulsion shall require a two-thirds vote of the Board of Directors. A specific statement of charges shall be sent by certified mail to the last known address of the member so charged, at least 30 days prior to the action of the Board. The statement shall also include a notice of time and place where the Board will meet to consider the charge, so that the accused member has the opportunity to prepare a defense and refute the charge if he or she so desires.

Section 3. *Dues.*

- A. Dues for all classes of membership shall be established by the Board of Directors.
- B. The dues structure shall allow for adjusted rates for affiliation with multiple Divisions and for reduced membership rates for retired members (as defined previously.)

Article IV. Organizational Structure

Section 1. *ISPN*

- A. **Structure** The ISPN will be comprised the Governing Board; Divisions representing specialty areas within the psychiatric-mental health nursing profession, as defined below; Councils, which will focus on profession-wide activities, as described below; and committees, which will undertake the work of the Society.

Section 2. *Structural Units*

- A. **Governing Board** The Governing Board will be comprised of Seven (7) members: three (3) officers (President, President-elect or Past President, and Secretary/Treasurer); and four (4) Division Directors. 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.
- B. 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 three officers of ISPN shall be empowered to act as an Executive Committee between regular meetings of the Governing Board to conduct business as needed.
- B. Divisions** There will be four (4) 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). The Divisions will maintain their specialized foci and identity. New Divisions may be created with approval of the Board and by amendment of the bylaws.
1. Each Division will represent a specialty nursing area.
 2. The Division shall be governed by a Leadership Team consisting of the Division Director and the Secretary/Treasurer.
 3. Functions include, but are not limited to:
 - a) Providing a forum and place for networking and for supporting and mentoring colleagues in special areas of practice;
 - b) Providing opportunity and focus for specialty areas, issues and populations;
 - c) Promoting advocacy and political/legislative issues as they relate to special areas;
 - d) Coordinating collaboration, communication and consultation among Divisions;
 - e) Identifying trends and issues and forward to ISPN structural units (e.g., Conference Committee) for action; and
 - f) Providing information and news to ISPN Newsletter.
- C. Councils**
1. There will be four Councils: Practice, Education, Research and Legislative Affairs.
 2. The functions of the Councils shall include, but not be limited to:
 - a) Providing a forum for coordination, collaboration and consultation among the Divisions on issues of mutual interest.
 - b) Identifying issues and strategies for action.
 - c) Proposing activities/projects to the Governing Board.
 - d) Providing regular reports to the Governing Board and Divisions on their activities.
 3. The Councils will be seated by and report to the Governing Board as necessary,
 4. Councils will be project-driven and may consist of multiple teams or other sub-groups comprised of ISPN members who have expertise in the area being addressed.

5. Council chairpersons shall be appointed annually by the Governing Board.
6. New Councils may be created by the Governing Board, with amendment of the bylaws.

D. Committees

1. The following shall be Standing Committees of the ISPN: Nominating; Finance; Conference; and Membership. Additional Committees may be created by the Governing Board as needed to undertake the work of the Society
 - a) Committees will have representation from each Division.
 - b) Representatives to committees other than the Nominating Committee are appointed by the Governing Board with input from Division Leadership and will serve a term of two years or until replaced.
 - c) Chairs of committees other than Nominating will be appointed by the Governing Board on an annual basis.
 - d) Committees will report to the governing Board through their Board Liaison.
2. Duties and Functions of Committees include, but are not limited to:
 - a) Nominating Committee.
 - 1) Composition The Nominating Committee will be elected by the membership and will have four (4) Division seats plus two (2) at-large seats; the Chairperson of the Committee is elected by the Committee members.
 - 2) Restrictions. ISPN 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.
 - 3) Duties. The Nominating Committee shall:
 - (1) Coordinate all elections;
 - (2) Develop ballots for all elections, seeking balanced representation from the Divisions in nominations for ISPN officers;
 - (3) Obtain consents to serve; and
 - (4) Provide biographical information on each candidate to the voters.
 - b) Finance Committee shall, under the chairmanship of the ISPN Secretary/Treasurer:
 - (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.
 - c) Conference Committee In collaboration with conference management service will:
 - (1) Identify conference theme;
 - (2) Review abstracts submitted for presentations and make selections
 - (3) Review conference brochure;
 - (4) Prepare, review, refine and monitor conference budget;

- (5) Provide verbal and written reports as requested;
- (6) Discern national trends and issues for conference content to ensure that ISPN Division interests are represented.
- d) Membership Committee In collaboration with the home office staff will:
 - (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.

Article V. Officers and Directors

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/Treasurer.
- B. **Divisions** Each Division shall have Division Director elected by the members of that Division and Division Secretary/Treasurer appointed by the Division Director.
- C. **Councils** Each Council shall have a Chairperson appointed by the Governing Board.
- D. **Committees** Each Committee shall have a Chairperson appointed by the Governing Board.

Section 2. 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/Treasurer.** The Secretary/Treasurer 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;
- e) Manage the finances of ISPN;
- f) Serve as a member of the Finance Committee;
- g) Provide regular financial reports to the Governing Board;
- h) 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 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. Collaborate with ISPN Board to identify projects to be undertaken by the Council;
2. Identify Team Members to study and make recommendations to the Council on specific projects;
3. Bring recommendations from the Councils to the Governing Board; and
4. Oversee activities delegated by the Governing Board.

D. Committee Chairpersons. The Chairperson of each committee shall:

1. Serve as the Team Leader and official spokesperson for the Committee;
2. Report, as requested, to the Governing Board;
3. Convene and preside over all Committee meetings;
4. Communicate with Committee members and Governing Board concerning Committee issues/concerns/activities;

5. Collaborate with Chairpersons of Divisions, Councils or other Committees as necessary;
6. Prepare and distribute minutes of all Committee meetings

E. Governing Board (see Article IV, section 2 A)

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. Council and Committee chairpersons shall serve two-year terms.
- 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. Members of the ISPN Board of Directors who miss two or more consecutive meetings without excuse or otherwise fail to carry out their responsibilities may be removed from office by a majority vote of the Board.
- E. When Council or Committee members are deemed no longer able to carry out their responsibilities, the Chairperson shall consult with the appropriate Division Director to identify a representative from their division to serve until the term is complete.

Article VI. Nominations, Elections and Voting

Section 1. Nominations

- A. Call for Nominations . The Nominating Committee shall put out a call for nominations to the membership in a timely manner prior to the annual election.
- B. 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.

Section 2. Elections

- A. The officers of the ISPN shall be elected by the entire membership, while the Division Directors will be elected by members of that Division.
- B. ISPN elections shall occur annually by electronic or hard copy ballot.
- C. Ballots will be available at least 45 days prior to the date of the election.
- D. 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.
- E. Ballots shall be counted by someone with no vested interest the outcome of the elections.

- F. The results shall be announced at the Annual Business Meeting and newly elected officials shall take office at the close of the Business Meeting.
- G. In the event of an elected office vacancy, the Board shall appoint a person to fulfill the remainder of the unexpired term
- H. 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, the Secretary/Treasurer will become President. The vacant office would then be filled by appointment until an election can be held.
- I. In even years, the President-elect, the Secretary/treasurer and one member-at-large of the Nominating Committee shall be elected by the full membership.
- J. In odd years, one member-at-large of the Nominating Committee shall be elected by the full membership.

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 and member of the Nominating Committee in alternate years. In odd-numbered years, each Division will elect a Division Director. In even-numbered years, each Division will select a Secretary/Treasurer.
- C. As additional Divisions are approved or created, election of the Division officers and representatives will be elected using this alternate year pattern.

Section 3. *Voting*

Each Full Member shall have one vote. In the election of officers and members of the Nominations Committee, or other items brought to the membership for approval outside of the Annual Business meeting or special membership meeting, a majority of all ballots returned shall constitute election or authorize action. The privilege of voting for Division Directors shall be limited to those full members formally affiliated with that Division.

Article VII. *Meetings of Members*

Section 1. *Time, Place, and Call*

The regular business meeting of the organization shall be held annually unless otherwise ordered by the Board of Directors, and shall be held at such place and on such date as may be determined by the Board of Directors. Special meetings of the Society may be called by the Board of Directors at any time or shall be called by the Secretary upon receipt of a written demand, specifying the date and month thereof, signed by at least ten (10) percent of the Full Members. The date and month specified shall not be less than two (2) nor more than three (3) months from the date of such written demand. Notice of the special meeting and its purpose shall be communicated to the members at least sixty (60) days in advance.

Section 2. 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 VIII. Amendments to Bylaws

These bylaws may be amended at the annual meeting of ISPN 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. Bylaws may also be amended by electronic or other ballot of members in good standing.

Article IX. 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.