

Article I: Title, Philosophy and Purpose

- A. The name of this society shall be the Colorado Advanced Practice Psychiatric Nurses and is SIG #31 within the Colorado Nurses' Association (CNA), and shall use the letters CAPPN in the organization's official logo.

- B. Members of CAPPN are committed to and support:
 - 1. The public's right of access to needed psychiatric/mental health services and the freedom to choose among alternatives for service
 - 2. The public's right for services that promote individual's potential while preserving human dignity, autonomy and worth.
 - 3. The public's right to health care which includes prevention, treatment and rehabilitation towards the goal of optimal mental health.
 - 4. The assumption of advanced roles by its members which demonstrate the acquisition of increased depth of knowledge and refined expertise in applying this knowledge in psychiatric/mental health nursing practice. These advanced roles include, but are not limited to psychotherapy, education, research, consultation, supervision, prescriptive authority, medication management, administration and/or coordination of patient care.

Article II Membership and Dues

A. Composition

- 1. The CAPPN shall consist of full members, associate members, affiliate members, student members, and lifetime retired members.
- 2. Full members, associate members, student members and retired members will support the beliefs and purposes of the CAPPN.
- 3. Full members of the CAPPN shall be members of CNA and hold current Colorado licensure as an APRN.
- 4. Membership shall be granted upon meeting the criteria for membership as described below.

B. Full Membership

Eligibility requirements for membership are as follows:

- 1. Certification or eligibility for certification by the ANCC as a Clinical Specialist in Psychiatric Nursing Adult Psychiatric Mental Health Nursing or Child and Adolescent Psychiatric and Mental Health Nursing; an Adult Psychiatric and Mental Health Nurse Practitioner or a Family Psychiatric and Mental Health Nurse Practitioner
- 2. Approval by majority vote of the Board.

C. Student Membership

1. Registered Nurses, enrolled in a psychiatric nursing Master's program are eligible for student membership.
2. Student Nurses need to be members of CNA/ANA
3. Privileges
 - i. Student members shall have special reduced rates for CAPPN annual fees and selected educational offerings.
 - ii. Students, as non-office holding members, may attend all CAPPN functions, may vote and hold committee membership.

D. Retired Membership

1. Full members who are retired from practice are eligible for retired membership and are required to maintain membership in CNA/ANA (or respective state association for associate members)
 - i. Retired membership requires the member to indicate retirement status on the membership renewal form
2. Privileges
 - i. Retired members shall have special reduced rates for CAPPN annual fees.
 - ii. Retired members may attend all CAPPN functions, may vote, and hold office and/or committee membership.

E. Associate Membership

1. Persons eligible for full membership, but who live out of state, are eligible for associate membership.
 - i. Associate membership requires approval by a majority of the Board.
2. Associate members need to be members of their respective state nurses association and ANA.
3. Privileges
 - i. Associate members shall pay full rate fees for CAPPN membership.
 - ii. Associate members may attend all CAPPN functions, vote and hold office and committee membership.

F. Affiliate Membership

1. Persons who are Masters prepared professionals in the Psychiatric-Mental Health field who are not certification eligible, have a degree in Nursing and are members of CNA/ANA.
 - i. Affiliate Membership requires approval by a majority of the Board.
2. Privileges

- i. Affiliate members shall pay full due rates for CAPPN membership.

Affiliate members may attend all CAPPN functions, vote and hold membership in CAPPN committees but may not hold office.

G. Dues and Fees

- 1. Standard ANA/CNA dues are established by ANA and CNA. Additional fees may be charged by SIG 31 as established by the Board.

ARTICLE III By-laws

- A. The By-laws shall be the governing precepts of the CAPPN.
- B. Revisions to the By-laws shall be adopted by approval of a simple majority vote of the voting membership by exception.

ARTICLE IV Elections

- A. Nominations and Elections Committee:
 - 1. The Nominations and Elections committee will be an ad hoc committee of member volunteers recruited from the SIG 31 at large during the annual appeal for various ad hoc/task force participants.
 - 2. The committee will serve between August 1st and December 1st.
 - 3. The Nominations and Elections Committee will be chaired by the Director of the Ethics Committee or by the Board's designee.
- B. Nominations and Ballot Preparation
 - 1. In August each year, the committee is responsible for placing the call for nominations on the website for officers and directors from CAPPN at large. In addition, members may be recruited by personal contacts by any member of the CAPPN.
 - 2. In September and October the Nominating Committee shall prepare a ballot. Consent to serve shall be obtained from each nominee.
 - 3. The ballot shall be presented for approval no later than the October Board meeting. Additional nominations may be made at the meeting.
- C. General Elections
 - 1. Elections shall take place no later than November 15th.
 - 2. Voting shall be done by approval of a simple majority vote of the voting membership by exception.
 - 3. A mailed or electronic ballot is permissible. Ballots will be sent to members via the website immediately following the board meeting at which the ballot was presented. The election period will close as of November

14th. Any mailed ballots must be received by the Secretary by November 14th.

4. Ballots then will be counted or exceptions verified by two members who are not officers on the ballot, as appointed by the President. Results will be announced at the November board meeting and shall be published in the meeting minutes. Newly elected officers not present at the meeting will be notified by the current President.
5. A joint meeting of the New and Current members of the Board will take place in December to transfer board activities to the new leadership.
6. New board members will assume their duties on January 1st.

D. Special Elections

1. Need for and procedure for carrying out any special elections shall be determined by the Board of Directors.

ARTICLE V Officers

A. Terms of Office

1. CAPPN shall have four elected officers: President, Vice-President, Secretary and Treasurer.
2. Officers shall be elected for a two-year term. The terms of office shall be staggered. The terms of the President and Secretary will be staggered with the terms of the Vice-President and Treasurer. In even numbered years, the Treasurer and Vice-President will be elected. In odd numbered years, the President and Secretary shall be elected.
3. Absence from more than two meetings without cause shall constitute a resignation, and the vacancy shall be filled by the CAPPN Board. In the event a vacancy occurs in the position of the President, the Vice-President automatically becomes President.

B. Functions

1. President
 - i. Officiates at Executive Committee, Board Meetings and general CAPPN meetings.
 - ii. Maintains communication with internal committees of the SIG 31 and CNA headquarters whenever necessary to enhance or maintain the viability of CAPPN.
 - iii. Serves as a representative of the CAPPN in professional meetings or delegates representation.
 - iv. Carries out those responsibilities delegated by the Board.

- v. Serves as a consultant to the Board for one year following term, in a non-voting, advisory capacity.
 - vi. Appoints members to vacancies on the standing committees after consulting with the Board.
 - vii. Acts as a liaison to the Colorado Nurses' Foundation.
2. Vice-President
- i. Assumes the chair at the request of, or in the absence of, the President during Administrative Board and CAPPN business meetings.
 - ii. Carries out those responsibilities delegated by the President of the Administrative Board.
 - iii. Like any other Board member, the Vice-President may run for the office of President before the end of her or his term.
 - iv. The Vice-President will advise the membership regarding the By-laws governing CAPPN through publication and distribution of such. The Vice-President may form an ad-hoc task force to address potential changes to the By-Laws to bring before the membership for approval.
 - v. Update and revise the By-laws as necessary at the direction of the board.
3. Secretary
- i. Keeps and distributes to the membership a record of Board and general business meetings or delegates these tasks as necessary.
 - ii. Posts on the Website information regarding educational opportunities for the membership.
4. Treasurer
- i. Maintains the Society's financial accounts and reports finances to the Board.
 - ii. Establishes and presents guidelines to the Board for the use of the CAPPN's finances.
 - iii. Establishes an annual budget that is presented to the Board for approval.
 - iv. Coordinates all financial responsibilities for business meetings or any special events sponsored by the CAPPN.

ARTICLE VI Board of Directors

A. Functions of the Board of Directors

- 1. The Board meets monthly and is a decision-making body which:
 - i. Provides for the transaction of business and coordination of CAPPN's activities.

- ii. Provides for CAPPN representation at meetings of voluntary, public or government agencies upon request or as deemed appropriate.
 - iii. Appoints special committees and task forces as needed.
 - iv. Assigns duties to, receive reports from and acts on recommendations from standing and special committees.
 - v. Reviews applications for membership to CAPPN and approves or disapproves the membership requests.
 - vi. Promotes membership in CAPPN by disseminating information regarding the purpose and functions of CAPPN.
2. Composition
- i. The members of the Board shall be: The President, Vice-President, Secretary, Treasurer and the Directors of Education; Legislative Issues; Membership; Public Relations, Ethics and Technology.
 - ii. The CAPPN President shall officiate at all Board meetings.
 - iii. Board meetings are open to all CAPPN members in a non-voting capacity.
3. Terms of Office
- i. Directors shall be elected for a two-year term. The terms of office shall be staggered. One half of the Directors will be elected in even-numbered years, the other half in odd numbered years. In even numbered years, the Education Director will be elected. In odd numbered years, the Legislative, Membership, and Technology Directors will be elected.
4. Absence from more than two meetings without cause shall constitute a resignation, and the vacancy shall be filled by the Board of the CAPPN. In the event a vacancy occurs in the position of the President, the Vice President automatically becomes President
5. Quorum
- i. A majority of the Board of Directors, one of whom shall be the President or Vice President, shall constitute a quorum at any meeting of the Board.

ARTICLE VII Standing Committees

A. Legislative Director

1. Functions

- i. Enhance and broaden CAPPN's access to the legislative process.
- ii. Inform membership about pertinent legislative issues.

- iii. Make recommendations to the Legislature coordinated with the Board and CNA.
- iv. The director shall draw from the membership to help as needed with specific tasks to further the work of the directorship.

B. Education Director

1. Functions

- i. Promote continuing education and scholarly pursuits in areas relevant to CAPPN membership.
- ii. Facilitate the annual Winter Event, the Spring Symposium and, in addition, plan a minimum of one additional educational program per year
- iii. Obtain CEU approval for some educational programs sponsored by CAPPN, and maintain appropriate records.
- iv. The director shall draw from the membership to help as needed with specific tasks to further the work of the directorship.

C. Membership Director

1. Functions

- i. Maintain a list of current membership in CAPPN and a current mailing list.
- ii. Recruit new members by promoting CAPPN in the advanced practice psychiatric nursing community, in graduate programs at graduate nursing programs in CO, and in the community.
- iii. Maintain the online CAPPN Directory of Members.
- iv. The director shall draw from the membership to help as needed with specific tasks to further the work of the directorship.

D. Technology Director

1. Oversee Technology issues for CAPPN including but not limited to:

- i. Continued development of information technologies including the CAPPN website, increased use of social media, advancing virtual meeting technology, supporting databases for membership tracking, public relations, improved communication with and enabling enhanced participation by all members regardless of location

- ii. Liaison with web developer, ANA or CNA Technology or IT systems and databases, DORA, or other groups of interest.
- iii. The director shall draw from the membership to help as needed with specific tasks to further the work of CAPPN.

By-laws revised: October 2017