



International Society of Psychiatric-Mental Health Nurses Bylaws

(Bylaws originally approved in 1999; amended in 2001, 2002, 2007, 2011, 2014, 2015)

Article I. Name and Affiliation

- A. **Name:** The name of the organization shall be the International Society of Psychiatric-Mental Health Nurses [ISPN].
- B. **Affiliation:** The ISPN shall be an autonomous body with collaborative relationships with other organizations whose purposes have an impact on ISPN.

Article II. Mission and Practices

- A. **Mission:** To support advanced-practice psychiatric-mental health nurses in promoting mental health care, literacy, and policy worldwide.
- B. **Practices:** The practices of the International Society of Psychiatric-Mental Health Nurses are to:
1. Strengthen the presence and voice of advanced practice psychiatric-mental health (PMH) nurses through contributions to standards, curricula, and public policy statements that promote equitable quality mental health care for individuals, families and communities;
 2. Promote advanced practice psychiatric nurses to deliver lifespan mental health care and literacy education to clients, families, and communities;
 3. Promote members' research and the development of scholarship through funding, presentations, and publications;
 4. Support members' efforts to collaborate with clients, families, communities, and national and international partners to address mental health issues; and
 5. Provide education, leadership development, and networking for members through conferences, online resources, service opportunities, and partnerships.

Article III. Membership

Section 1. Eligibility and Classification of Membership

- A. Membership in the 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, or gender.

B. Membership in the ISPN is acquired by completing an application, meeting the eligibility requirements of membership, and paying annual dues.

C. There shall be 3 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 that nurses in advanced nursing practice are invited to join. Full Members are eligible to vote, serve on committees, and hold office in the organization.

2. **Student Membership** is for students enrolled at least half time in an undergraduate or graduate program. Student members will enjoy all membership benefits except voting and holding elected office.

3. **Retired 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 will retain all the benefits of full membership.

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.

Article IV. Organizational Structure

Section 1. ISPN

A. **Structure:** The ISPN will be comprised of the Board of Directors and committees, which will undertake the work of the Society.

Section 2. Structural Units

A. Board of Directors: The Board of Directors will be comprised of five (5) Directors. The Board will execute decisions of and communicate with the membership. Each Board member will have one vote. The Board will meet at least annually unless otherwise agreed upon. Votes on Board matters may be taken and maintained by electronic methods.

1. The functions of the Board of Directors shall be to:

- a) Supervise and coordinate the goals, activities, directions, priorities and future of ISPN;
- b) Establish administrative policies governing ISPN affairs;
- c) Oversee finances of ISPN;
- d) Keep records of the Board's actions and report to the Membership at the Annual Meeting;
- e) Establish and dissolve committees, task forces, and special interest groups as necessary to meet the purposes and goals of the ISPN;
- f) Appoint members to external committees and as representatives to other organizations/groups;
- g) Determine date and place of Annual Meeting and all special meetings;
- h) Provide direction, oversight and approval of activities of the Committees; and
- i) The three officers of the ISPN shall be empowered to act as an Executive Committee between regular meetings of the Board to conduct business as needed.

B. Officers: Three (3) of the Directors shall also serve as officers (President, President-elect, and Treasurer).

C. Committees may be created by the Board as needed to undertake the work of the society.

1. Committee composition and structure:

- a) Chairs of the committees other than Nominating will be appointed by the Board
- b) Representatives to committees other than the Nominating Committee are appointed by the Board

2. Duties and Functions of the Standing Committees include, but are not limited to:

a) Nominating Committee

1) The Past President will serve as Chair of the Nominating Committee. The Committee will consist of two (2) members elected by the membership, for a total of 3 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:

- a) Coordinate all elections;
- b) Develop ballots for all elections;

- c) Obtain consents to serve; and
- d) Provide biographical information on each candidate to the voters.

b) Finance Committee shall, under the chairmanship of the ISPN Treasurer:

- 1) Prepare and present the annual budget;
- 2) Communicate financial status of ISPN to the Board; and
- 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 program brochure;
- 5) Provide verbal and written reports as requested; and
- 6) Discern national trends and issues for conference content.

d) Diversity & Equity Committee in collaboration with staff will:

- 1) Advocate for access to and attainment of high quality, equitable mental health services for diverse individuals, families and groups;
- 2) Advocate for and engage in mental health care research aimed at eliminating health and mental health disparities; and
- 3) Participate in policy initiatives that support equitable and available mental health treatment.

e) Awards Committee

- 1) Announce competitive awards and eligibility criteria at least 90 days prior to annual meeting;
- 2) Review, select and notify award recipients;
- 3) Present awards at Annual Meeting; and
- 4) Review research proposals and confer posters awards.

Article V. Officers and Directors

Section 1. Titles

A. **ISPN:** The elected officers of ISPN shall be: President, President-elect, Treasurer, and 2 Directors.

B. **Committees:** Each Committee shall have a Chairperson appointed by the 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 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 the ISPN as provided in these bylaws; and
- f) Serve as member of the Board of Directors 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; and
- d) Assist the President as needed.

3. Treasurer. The Treasurer shall:

- a) Manage the finances of ISPN;
- b) Serve as Chair of the Finance Committee;
- c) Provide regular financial reports to the Governing Board; and
- d) Provide an annual report of the finances of the organization as a whole for the membership.

4. Directors. The two Directors who are not officers will serve as liaisons to Committees as assigned and will ensure timely communication between the Board and Committees.

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

- 1) Serve as the official spokesperson for the committee;
- 2) Report, as requested, to the Board;
- 3) Convene and preside over all Committee meetings;
- 4) Communicate with Committee members and Board concerning Committee issues/concerns/activities;
- 5) Collaborate with Chairpersons of other Committees as necessary; and
- 6) Prepare and distribute minutes of all committee meetings.

C. Board of Directors (See Article IV, section 2A)

Section 3. Terms of Office

A. The term of office for the ISPN President shall be one year. Upon completion of the President's term, the Past President will serve as an Ex Officio member of the ISPN Board.

B. The term of office for the ISPN President-elect shall be one year. After one year they will ascend to the Presidency.

C. The term of office for the other Directors and Treasurer shall be two years.

D. The term of office for Committee chairpersons shall be two-years.

- E. 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 the same office.
- F. 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.
- G. When Committee members are deemed no longer able to carry out their responsibilities, the Chairperson shall identify a representative 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 self-nomination and biographical information.

Section 2. Elections

- A. The officers of the ISPN shall be elected by the full members.
- B. The ISPN elections shall occur annually by electronic or hard-copy ballot.
- C. Ballots will be available at least 30 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 official vacancy, the Board shall appoint a person to fulfill the remainder of the unexpired term.
- H. Should a vacancy occur in the office of President, the President-elect will become President.
- I. A President-elect shall be elected every year to replace the person ascending to the Presidency.
- J. In even years, a President-elect, Director (seat 1), and Nominating Committee member (seat 1) shall be elected.
- K. In odd years, a President-elect, Treasurer, Director (seat 2), Nominating Committee member (seat 2) and shall be elected.

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 authorized action.

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, and shall be held at such place and on such date as may be determined by the Board. Special meetings of the Society may be called by the Board at any time or shall be called 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 the ISPN by two-thirds of the members present, provided that the proposed amendments shall have been communicated to the membership 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 shall then submit the resolution to the membership. This ballot shall include the reasons for dissolution. If three-fourths of the members shall vote for dissolution, the Board 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 shall dispose of all assets of the ISPN to an appropriate organization operated for educational or scientific purposes. The recipient organization or organizations shall at the time qualify as 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.

Amended 06-04-15