

**REVISION OF THE BY-LAWS OF THE**

**PHILIPPINE NURSES ASSOCIATION OF SAN ANTONIO, INC.**

**AS OF JUNE 26<sup>th</sup>, 2022**

**ARTICLE I – NAME**

**Section 1. Name**

- a. This organization is called the Philippine Nurses Association of San Antonio, Inc. hereinafter, referred to as PNASA.

**ARTICLE II – DESCRIPTION, PURPOSE, AND OBJECTIVES**

**Section 1. Description**

- a. The PNASA is an educational, professional, voluntary, nonsectarian, and nonprofit organization.
- b. PNASA has established Conflict of Interest Policies in compliance with the Internal Revenue Service's guidelines (See Policies and Procedures).
- c. PNASA has established Rules of Conduct (See Policies and Procedures).
- d. Fiscal year of the organization begins every July and ends in June of the following year.

**Section 2. Purpose**

- a. The purpose of the PNASA shall be to provide a structure that will uphold the professional positive image and foster the welfare of the Filipino-American nurses in San Antonio, Texas and nearby counties.

**Section 3. Objectives**

- a. Promotes professional nursing standards as defined by the Texas Board of Nursing and accrediting agencies in the United States.
- b. Collaborate with professional organizations and agencies to develop and implement educational programs related to nursing practice, administration, education, and research.
- c. Provide support to the new Filipino-American nurses relevant to their orientation to the health care system and cultural adjustment in San Antonio.
- d. Encourage participation of its members in professional, educational, research, and community activities.
- e. Support the goals and objectives of the Philippine Nurses Association of America.

**ARTICLE III – MEMBERSHIP**

**Section 1. Classification and Qualifications**

- a. Regular Member
  - 1) Any registered nurse with Filipino heritage who is licensed to practice professional nursing in the United States and/or its territories and who has paid the required membership dues.

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- 1.1) National member + Local Member (PNAA + PNASA): Such member shall have all the privileges of a regular member of the Philippine Nurses Association of America and Philippine Nurses Association of San Antonio.
- 1.2) Local member only (PNASA): Such member shall have the privileges of a regular member limited to the Philippine Nurses Association of San Antonio.
  
- b. Associate Member
  - 1) LVN/LPN with Filipino heritage who is interested in promoting the objectives of the PNASA, upon payment of the regular membership fee.
  - 2) An undergraduate student nurses with Filipino heritage enrolled in an accredited School of Nursing who is interested in promoting the objectives of PNASA, upon payment of the membership dues.
  
- c. International Associate Member
  - 1) Any professional nurse of non-Philippine ethnic origin and other Filipinos who has been granted a license to practice as a registered nurse in the country of origin and/or ant state in the United States. Such member shall have all the privileges of a regular member in the Association except to vote in elections, hold any elected or appointed leadership position, and serve as a delegate to annual or other special meetings.
  
- d. Honorary Member
  - 1) A person other than a regular or associate member who is conferred by two-thirds vote of the Executive Board for distinguished service and valuable assistance to the nursing profession and are compatible with the purpose and objective of the association. This member will serve as a resource person in his/her field of expertise for matters of relevance to the Association.
  
- e. Lifetime Member
  - 1) Lifetime member as referred to in Section 2, item D, may be granted to PNASA President upon retirement as approved by the Executive Board.

**Section 2. Dues**

- a. Regular and Association members shall pay the annual membership fee as prescribed by the PNASA Executive Board.
- b. An undergraduate nursing student shall pay the membership fee of 50% of the regular membership fee annually.
- c. The membership period shall be 12 months. Annual membership renewal will be due by anniversary date.
- d. Lifetime members Category 1 (refer to Article III, Sec 1, letter d, 1) shall pay the one-time fee prescribed by the PNASA Executive Board. In case he/she moves back to San Antonio, he/she will be reverted to a regular member upon payment of annual membership dues.

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- e. Lifetime members Category 2 (refer to Article III, Sec 1, letter D, 2) shall not pay the one-time fee.

### **Section 3. Duties, Rights, and Privileges**

- a. Any member if of good standing if he/she has paid his/her membership fee and upholds and abides by the by-laws of the PNASA.
- b. Regular member has the right:
  - 1. To run for office.
  - 2. To vote in election.
  - 3. To serve on committees.
  - 4. To hold elected or appointed office and, upon due appointment by the Executive Board.
  - 5. To voice serve as a delegate to any annual or special meeting.
  - 6. To inspect the financial records of the PNASA for a legitimate purpose upon written request to the President and approval of the Executive Board.
  - 7. To voice their comments, suggestions, and recommendations for action by the Executive Board.
- c. At least five members may ask for a special meeting of the general assembly upon written request to the President and approval by the Executive Board.
- d. Associate, International Associate, and Honorary Members shall have the same duties, rights, and privileges as the regular members, with the following exceptions: to run for office, the right to vote, and to inspect the financial records of the PNASA.
- e. Lifetime members shall have the same duties, rights, and privileges as regular members.

## **ARTICLE IV – OFFICERS**

### **Section 1. Officers**

- a. The elected officers of the PNASA shall be the President, the President-Elect, the Vice President, the Secretary, the Treasurer, the Auditor, and eight members of the Board of Directors.
- b. The appointed officers of the PNASA shall be the Assistant Secretary, Assistant Treasurer, and Parliamentarian.
- c. These officers shall perform the duties as prescribed by the By-laws of the PNASA.

### **Section 2. Qualifications**

- a. Each officer shall be a member of good standing prior to election to office and during the term of office, and shall be registered to practice professional nursing in the United States.
- b. Candidates for President, the President-Elect, the Vice President, the Secretary, the Treasurer, the Auditor should have served at least one term on the Executive Board, have served as a chair of a committee of PNASA or have served as a member of a PNAA committee, and preferably have served on the Executive Board.

### **Section 3. Terms of Office**

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- a. The officers shall hold office for a term of two years.
- b. Elected officers shall not hold the same office for more than two consecutive terms except in inevitable circumstances as approved by the Executive Board.
- c. A 30-day written resignation notice shall be submitted if an officer decides to not continue assuming his/her duties and responsibilities. The successor to any vacancy will be appointed by the Executive Board.
- d. In the event that the President resigns, the President-Elect shall take over. The President-Elect will remain vacant until the next election.

#### **Section 4. Duties**

- a. The President shall:
  1. Preside at all the Executive Board and General Assembly meetings of the PNASA.
  2. Plan, lead, coordinate, and evaluate activities of the PNASA.
  3. Sign or countersign all official documents of the PNASA.
  4. Be an ex-officio member of all the committees except the Committee on Nominations and Election.
  5. Officially represent the PNASA at meetings and conventions.
  6. Call special meetings of the Executive Board as deemed necessary.
  7. Submit an annual report to the PNASA Executive Board every year of term.
  8. Appoint the Assistant-Secretary, Assistant Treasurer, and Parliamentarian.
  9. Be bonded.
- b. The President-Elect shall:
  1. Perform duties delegated by the President of the Executive Board.
  2. Be the ex-officio to review the PNASA By-Laws.
  3. Be the next President after the completion of the current President's term.
- c. The Vice President shall:
  1. Assume the duties of the President and/or the President-Elect in their absence.
  2. Be the chairman of Policies and Procedures committee.
  3. Perform other duties delegated by the President or the Executive Board.
- d. The Secretary shall:
  1. Record minutes of all Executive Board and General Assembly meetings of the PNASA.
  2. Record attendance of all meetings.
  3. Issue notices and minutes of meetings to all members.
  4. Keep a roster of names and addresses of all members of the PNASA.
  5. Be the custodian of all official documents and correspondence of the PNASA.
  6. Ensures security and transfer of documents, mementos, and other materials related to activities, programs, and projects of the association to the succeeding secretary.
- e. The Assistance Secretary shall:
  1. Be responsible for retrieving mails from the PNASA P.O. Box.
  2. In collaboration with the appropriate officers, send correspondences with regard to the retrieved mails.
  3. Provide monthly reports to the Executive Board on all received mails and appropriate replies.

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4. Assume the duties of Secretary in his/her absence.
5. Manages registration of educational program or other events of PNASA.
- f. The Treasurer shall:
  1. Receive all funds due to the PNASA.
  2. Deposit all funds and valuables of the PNASA in a bank designated by the Executive Board.
  3. Co-sign withdrawal money with the President.
  4. Submit a written financial report to the PNASA as its regular Executive Board and General Assembly meetings.
  5. Disburse funds designated for various purposes as authorized by the Executive Board.
  6. Reimburse expenses incurred by authorized persons on behalf of the PNASA.
  7. Keep financial records up-to-date for auditing purposes.
  8. Collaborate with the Budget and Finance Committee in developing the annual budget for the PNASA.
  9. Assist the Auditor in preparing documents for Income Tax Return.
  10. Be bonded.
  11. Chair of Budget and Finance Committee.
- g. The Assistant Treasurer shall:
  1. Assist the Treasurer in functions as delegated by the President and Executive Board.
  2. Assume the duties of the Treasurer in his/her absence.
  3. Assist during registration at educational programs or other events of the PNASA.
  4. Chair of Membership Committee.
  5. Member of Budget and Finance Committee.
- h. The Auditor shall:
  1. Audit or review all financial records of the PNASA quarterly and/or as deemed necessary and submit a written audit report to the Executive Board.
  2. Prepare the income tax return form by March 31<sup>st</sup> of each year and file it with the U.S. Internal Revenue Service each year with the assistance of the President and/or Treasurer.
- i. The Parliamentarian shall:
  1. Interpret the Robert's Rules of Orders.
  2. Advise the President and the Executive Board on parliamentary procedures.

## **ARTICLE V – EXECUTIVE BOARD**

### **Section 1. Membership**

- a. The Executive Board is composed of all elected and appointed officers and members of the Board of Directors and a representative vote from the Advisory Council. (See Article VII, Sec 2, Letter c).
- b. The immediate past President may serve as an ex-officio member of the Executive Board for one term provided, he/she is not a member of the current Executive Board.

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**Section 2. Duties**

- a. The general management of the PNASA shall be vested on the Executive Board.
- b. The Executive Board shall formulate the administrative policies and procedures of the PNASA according to its objectives.
- c. The Executive Board shall transact the business of the PNASA.

**ARTICLE VI - POWERS**

**Section 1. General**

- a. The Executive Board of the PNASA solicits areas of interest of the members as the basis for developing programs to be undertaken by the organization.
- b. The PNASA, through its Executive Board, reviews and takes positions on health care issues and concerns voiced by the members.
- c. Recommendation and position statements are established by majority vote of the Executive Board.

**Section 2. Functions of the Advisory Council**

- a. Act in advisory capacity and participates in deliberations and proposals made by the Executive Board.
- b. Participate in PNASA activities to support the goals and objectives of the Association.
- c. Voting privileges will be limited to one vote during Executive Board meetings to represent the voice of the Advisory Council.
- d. The representative of the Advisory Council shall be determined at the meeting to officially designate the vote.

**ARTICLE VIII - STANDING COMMITTEES**

**Section 1. Standing Committees**


- a. By-Laws Committee
- b. Education and Research Committee
- c. Scholarship Committee
- d. Membership Committee
- e. Human Rights and Welfare Committee
- f. Publicity/Public Relations and Website Committee
- g. Ways and Means Committee
- h. Committee on Nominations and Elections
- i. Community Service Committee
- j. Budget and Finance Committee
- k. Excellence Award Committee
- l. Policies and Procedures Committee


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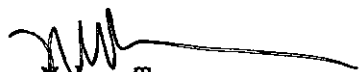
  
Signature: Arlienita R. Beraya  
Chair, Bylaws Committee

  
Signature: Golda Manalili  
President, PNASA

  
Signature: Ma. Danet Lapid-Bluhm  
Member, Bylaws  
Committee

  
Signature: Marietta T. Dela Cruz  
Member, Bylaws  
Committee

  
Signature: Jane Neri  
Member, Bylaws  
Committee

  
Signature: Nelson Tuazon  
Member, Bylaws  
Committee