

Florida Association of Neonatal Nurse Practitioners

Mission and Philosophy

Established in 1989, Florida Association of Neonatal Nurse Practitioners (FANNP) promotes the highest standards of advanced neonatal nursing through education, practice, advocacy and research. The Florida-based organization is comprised of neonatal nurse practitioners across the United States and worldwide. We believe that all newborns and their families have a right to optimal healthcare. FANNP is dedicated to facilitating an interdisciplinary approach to neonatal care by promoting ethical and professional practices, serving as advocates for newborns and their families, increasing public awareness of advanced neonatal nursing roles, and conducting sophisticated and clinically beneficial research.

PHILOSOPHY: Neonatal Nurse Practitioners (NNPs) are highly educated, trained, and skilled professionals who deliver complex care for critically ill premature and term infants, convalescing chronically ill infants, and well-child evaluations up to two years of age. FANNP firmly believes all newborns and their families deserve optimal care by dedicated NNPs. As specialists in advanced nursing practice, NNPs recognize and willingly accept their professional responsibility and duty to ensure adequate, prompt, appropriate, and ethically sound healthcare to all newborns and their families.

OUR MISSION: The mission of FANNP is to provide a specialty organization to serve as a unified voice to support and further the scope of practice, educational opportunities, advocacy initiatives, and research advances provided by neonatal nurse practitioners. The organization is committed to this mission through the following:

- Facilitate cooperation and collaboration for interdisciplinary practice and research focused on neonatal health.
- Expand opportunities for education pertaining to neonatal and family-centered care.
- Foster the advanced practice nursing role through active participation in advocacy issues at the State and Federal level by facilitating legislative plans enacted or proposed aimed to further neonatal advanced practice.
- Demonstrate and enhance ethical and professional conduct among neonatal nurse practitioners.
- Provide funding mechanisms to encourage the development and implementation of scientifically robust research to evaluate, address, and improve neonatal clinical outcomes.
- Increase public awareness and understanding of the various neonatal advanced nursing roles: clinical specialist and nurse practitioner as a clinician, advocate, and/or researcher.

Florida Association of Neonatal Nurse Practitioners

Bylaws

Article I NAME

The name of the organization shall be the Florida Association of Neonatal Nurse Practitioners.

Article II PURPOSE

The purpose of this association shall be:

1. To promote the highest standards of advanced nursing practice, education, and research.
2. To provide an organization that will assist the neonatal nurse practitioner in professional development and practice.

Article III GOALS

The goals of this association shall be to:

1. Facilitate networking between neonatal nurse practitioners.
2. Make available to its members a forum for continuing education.
3. Participate and foster a communication network among professionals working in the neonatal field.
4. Participate in legislative activities that will promote and enhance improvement in neonatal nursing and health care for the newborn and family.
5. Promote equitable compensation commensurate with the education, training, and responsibilities of the neonatal nurse practitioner.
6. Facilitate and support neonatal nurse practitioner roles.

Article IV MEMBERSHIP AND PRIVILEGES

Membership in the Association is a privilege and is contingent on continued compliance with the requirements specified by these Bylaws. The membership shall consist of Voting members, Student members, Associate members, and Retired members.

It shall be the duty of each member to keep on file with the FANNP Secretary a current address to which all notices, rules, or regulations required by the Bylaws of the Association may be sent.

Section 1. VOTING MEMBERS

- a. Shall be any registered nurse (RN) who has graduated from a nurse practitioner program whose field of interest includes neonatal care at all levels of involvement.
- b. Shall have the right to vote and to hold office in the Association.

Section 2. STUDENT MEMBERS

- a. Shall be any RN enrolled in a neonatal nurse practitioner program, not currently licensed as a nurse practitioner.
- b. Shall have all privileges of Members, except the right to vote, and the right to hold office in the Association.

Section 3. ASSOCIATE MEMBERS

- a. Shall be any person in an advance practice role, other than a NNP, interested in fostering the mission and goals of the organization.
- b. Shall have all the privileges of Members, except the right to vote, and the right to hold office in the Association.

Section 4. RETIRED MEMBERS

- a. Shall be NNPs who have held membership in the FANNP but have retired from practice.
- b. Shall have all privileges of Members, including the right to vote and to hold office in the Association.
- c. Retired membership fee will be one half of the Member fee.

Section 5. DUES

The Board of Directors of the Association shall establish Voting, Student, Associate and Retired membership dues.

Section 6. EXPULSION

- a. The Board of Directors may expel any Voting, Student, Associate or Retired member for due cause.
- b. No member shall be expelled until the person has been notified in writing of the reasons for expulsion and has had an opportunity to respond to the Board of Directors.

Article V BOARD OF DIRECTORS

Section 1. COMPOSITION

The Board of Directors of the Association shall be composed of not more than eight (8), nor less than seven (7) members and shall include:

- a. Four officers of the Association (President, Secretary, Treasurer, and in alternating years, a President Elect or Immediate Past President).
- b. Four (4) Members-At-Large (MAL).

Section 2. POWERS AND DUTIES

The Board of Directors (BOD) uphold the FANNP mission and act as representatives for the membership. The management of the affairs of the Association shall be vested in the Board of Directors, who shall:

- a. Transact all business of the Association.
- b. Manage, control, and conserve the property interests of the Association.
- c. Approve, budget, and authorize reimbursement of expenses to elected or appointed officials engaged in business on behalf of the Association.
- d. Establish fees and dues.
- e. Create standing and ad hoc committees and define their duties.
- f. Appoint an Executive Director when deemed necessary.

Section 3. QUALIFICATIONS

Member-at-Large

- a. Candidates for a Board of Director MAL shall be a Voting or Retired member in good standing with the Association for a minimum of one year and without a lapse in membership for more than six months immediately preceding the election.
- b. Must be an NNP.
- c. Must have the ability to meet the obligations and time commitments of the elected position, attended regularly scheduled meetings, conference calls, and respond appropriately to electronic messages.
- d. Finally, candidates for MAL should consist of individuals who are invested in the success of the Association.

Officers

- a. Candidates for an officer position shall meet the requirements for MAL.
- b. In addition, each candidate shall be a member in good standing of the Association for a minimum of two years immediately preceding the election. Officer candidates will have served on the Board of Directors *or* have served as an active member on one of FANNP's committees for a minimum of two years.

Section 4. TERM

- a. Except as otherwise provided below, BOD members shall hold office for a term of two (2) years or until his/her successor has been elected or appointed.
- b. Except as otherwise provided below, BOD members shall take office on January 1, immediately following the election (in odd years). The four (4) Members-at-Large (MAL), Secretary and Treasurer terms of office shall coincide with one another.
- c. A member shall not hold more than one position on the BOD at any given time.
- d. There are no term limits on the MAL, Secretary or Treasurer positions.
- e. In even numbered years, the President-elect will succeed to the presidency; the President will succeed to Immediate Past President.
- f. The office of the President, President-Elect, and Immediate Past President shall hold office for no more than one full, consecutive elected term in office (total of four years).

Section 5. PRESIDENT

The President shall:

- a. Assume office in January of even numbered years (after serving one-year as President Elect).
- b. Preside at all meetings of the Executive Committee, the Board of Directors, and of the Association.
- c. Act as the official representative of the Association.
- d. Appoint, with the approval of the Board of Directors, all committee members, and chairpersons, as provided in the bylaws.
- e. Complete and discharge all duties incident to the office of President.
- f. Complete other duties as may be assigned by the Board of Directors.

Section 6. PRESIDENT ELECT

The President Elect shall:

- a. Execute the duties of the President in the absence, disability, or at the request of the President.
- b. Serve as an ex-officio member of all standing committees.
- c. Serve as chairperson of the Bylaws Committee (and Nominations Committee if needed).
- d. In January of even-numbered years succeed to the Presidency upon completion of the one-year term as President-Elect.

- e. Complete other duties as may be assigned by the Board of Directors.

Section 7. IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

- a. Execute the duties of the President in the absence, disability, or at the request of the President.
- b. Serve as an ex-officio member of all standing committees.
- c. Serve as chairperson of the Bylaws Committee and the Nominations Committee.
- d. Support and mentor the President with resources as needed.
- e. Serve for a term of one year beginning in January of even-numbered years.
- f. Complete other duties as may be assigned by the Board of Directors.

Section 8. SECRETARY

The Secretary shall:

- a. Keep the minutes of all meetings of the Board of Directors and the Association.
- b. Give, or cause to be given, notice of all meetings of the Board of Directors and of the Association; required by these Bylaws, or by law.
- c. Be responsible for keeping the Bylaws and the Membership records.
- d. Serve as a member of the Communications Committee.
- e. Complete all duties incident to the office of Secretary.
- f. Complete other duties as may be assigned by the Board of Directors.

Section 9. TREASURER

The Treasurer shall:

- a. Have charge and full knowledge of all funds and securities of the Association.
- b. Maintain accurate and up-to-date financial records for all transactions of the Association
- c. Deposit all monies and other valuables in the name and to the credit of the Association with such depositories as may be designated by the Board of Directors.
- d. Render to the President and Board of Directors, at their request, an account of all transactions as Treasurer.
- e. Render a statement of the financial condition of the Association at all regular meetings of the Board of Directors and at the Annual Membership Business Meeting of the Association.
- f. Serve as chairperson of the Finance Committee.
- g. Complete all duties incident to the office of Treasurer.
- h. Complete all other duties as may be assigned by the Board of Directors.

Section 10. MEETINGS

- a. Meetings of the Board of Directors shall be held a minimum of two (2) times each year. One of these meetings shall be held at the time and place of the Annual Membership Business Meeting.
- b. The Board of Directors shall determine the time and place of additional meetings.
- c. Special meetings of the Board of Directors may be called by the President or by request of at least five (5) members of the Board of Directors.
- d. A majority of the members of the Board of Directors of the Association, including two (2) Executive Committee members (Officers), shall constitute a quorum for the transaction of business.
- e. All meetings of the Board of Directors shall be open to the membership except designated executive sessions.

Section 11. REMOVAL

The Board of Directors may declare vacant the office of any officer or director who has been:

- a. Declared of unsound mind by a final order of the court.

- b. Convicted of a felony.
- c. Found by final order or judgement of any court to have breached any duty.
- d. Absent from three (3) consecutive Board meetings.
- e. Removed from office by a vote of the membership.

Section 12. VACANCIES

- a. If the office of an elected MAL or officer should become vacant before the term of office expires, the Board of Directors will convene and vote to fulfill the position following the qualification guidelines as written in Section 3.
- b. If the office of President becomes vacant before the term of office expires, it shall be filled by the President Elect.
- c. At the time of the next Annual Membership Business Meeting, the Nominations Committee shall present candidates for election to fill the vacant position for the remaining portion of the unexpired term.

Article VI EXECUTIVE COMMITTEE

Section 1. COMPOSITION

The Executive Committee shall be composed of the officers of this Association.

Section 2. AUTHORITY

The Executive Committee shall have the authority to act on behalf of the Board of Directors between meetings of the Board of Directors except with respect to:

- a. The approval of any action, which also requires approval of the members.
- b. The filling of vacancies on the Board of Directors.
- c. The assignment of any compensation of the directors.
- d. The amendment, repeal, or adoption of Bylaws.
- e. The appointment of committees of the Board of Directors.
- f. The expenditures of corporate funds to support a nominee for director.

Section 3. MEETINGS

The Executive Committee shall meet as often as necessary to conduct the business of this Association.

Article VII MEMBERSHIP MEETINGS

- a. An Annual Membership Business Meeting shall be held at such a time and place as designated by the Board of Directors. Notice of such time and place of the annual business meeting and any other membership meetings shall be given not less than twenty (20) nor more than ninety (90) days prior to the meeting.
- b. Each Member shall be entitled to one vote on matters properly placed before the membership.
- c. A quorum for membership meetings shall consist of 25 Members represented and voting at the meeting.
- d. The Annual Membership Business Meeting shall include a report to the membership of all committee and Board of Directors activities.

Article VIII ELECTIONS

Elections of officers and directors shall be held biannually in even numbered years by a majority of votes cast. All officers shall take office on January 1 in odd numbered years following the election. A call for nominations will be placed in the Newsletter the Spring and Summer quarters preceding the election.

The date for close of nominations for director or officer candidates shall be not less than 50 or more than 120 days before the election. The Nominations Committee shall develop a procedure for solicitation of candidates and implementation of the election process.

The membership may contest election results within 30 days of the announcement of elected officers and board members. Contention of results shall be done in writing and will be addressed by the Nominations Committee Chairperson. The Chairperson will investigate the contention and respond to the membership within 60 days or less.

Article IX COMMITTEES

Section 1. STANDING COMMITTEES

- a. The following standing committees shall be established by the Board of Directors:
 1. Bylaws Committee
 2. Communications Committee
 - i. Membership
 - ii. Newsletter
 - iii. Social Media
 3. Finance Committee
 - i. Scholarship Committee
 - ii. Sponsorship / Exhibitor Committee (responsible to both Finance and Education committees)
 4. Nominations Committee
 5. Research Committee
 6. Education Committee
 - i. Conference Planning Committee
 - ii. Sponsorship / Exhibitor Committee (responsible to both Finance and Education committees)
 7. Legislative Committee
- b. The Board of Directors may establish such other standing committees as may be necessary to conduct the business of the Association.
- c. The President Elect / Immediate Past President shall serve as chairperson of the Bylaws Committee.
- d. The Immediate Past President (or President Elect if needed) shall serve as chairperson of the Nominations Committee.
- e. The Board of Directors shall have oversight of all committees and their actions, decisions, and productivity, and shall have charge of duties as may be assigned to it by these Bylaws or the Board of Directors.
- f. Each committee shall submit annual reports to the Association and the Board of Directors and any interim reports that may be requested by the Board of Directors.

Section 2. SPECIAL COMMITTEES

- a. The President may appoint special Committees with the concurrence of the Board of Directors for such special tasks as circumstances warrant.
- b. Such Special Committees shall limit their activities to the accomplishment of the task for which they were created and appointed and shall have no power to act except such as is specifically conferred by actions of the Board of Directors.
- c. Upon completion of the task for which the Special Committee was appointed, the committee shall stand discharged.
- d. Each Special Committee shall submit annual reports to the Association and Board of Directors.

Article X CHAPTERS

The Board of Directors may adapt policies and procedures for the establishment of affiliated chapters.

Article XI PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of Robert's Rules of Order shall govern this Association in all cases to which they are applicable, and which are not inconsistent with these Bylaws.

Article XII AMENDMENTS

Except as otherwise provided by these Bylaws or by law, the Board of Directors may approve amendments to these Bylaws. Provided, however, the following amendments may be made only upon approval by the membership:

- a. Change in the number of directors.
- b. Increase in the term of office of officers or directors.
- c. Increase in the quorum requirements for membership approval.
- g. Repeal, restriction, creation or expansion of proxy rights.
- h. Creation or repeal of cumulative voting rights.
- i. Changes that materially and adversely affect the rights of members as to voting dissolution.
- j. Affect an exchange, reclassification, or cancellation of all or part of the memberships.
- k. Authorization of a new class of voting membership.

Article XIII CONFLICT OF INTEREST

Any member nominated or wishes to be nominated for a committee or award, or has applied for a research grant or scholarship and holds the chair of the same committee must excuse themselves from the selection and/or voting process, and the President or President-Elect will assign an independent party to oversee the process

CODE OF ETHICS

Because of the expanding nature of the practice of neonatal nurse practitioners, and because this expansion has increasingly involved the profession in issues of direct concern to society, the following code of ethics was developed to define the standards of our personal conduct with the public and with each other.

FUNDAMENTAL PRINCIPLES

Members of FANNP accept that the following fundamental principles advance their profession and uphold its integrity and dignity:

1. They will use their knowledge and skills for the advancement of human welfare.
2. They will be honest and impartial in their interactions with the public, their employers, their colleagues, their students, their employees, and the parents and family of infants in whose care they are involved.
3. They will strive to increase the competence and prestige of the profession of neonatal nursing and the advanced practice role by responsible action and by sharing the results of their research through academic, commercial, or public service in accordance with the mission of this association.
4. They will endeavor to continue to expand their professional knowledge and skills, and will support the aims and mission of this Association.

CANONS

To these fundamental principles are subtended the following canons of ethics:

1. Neonatal nurse practitioners recognize a duty to the public to propagate a true understanding of the specialty. They will avoid premature, false, misleading, and exaggerated statements and will discourage any actions contrary to the welfare of humankind. They will work for proper and beneficent application of nursing and will call to the attention of the public or the appropriate authorities' misuses of nursing science.
2. Neonatal nurse practitioners are expected to communicate knowledge obtained in their research through discussions with their peers, professional presentations and publications in professional and peer-reviewed literature.
3. In their professional publications, neonatal nurse practitioners will strive for accuracy not only in the reporting and interpretation of their observations, but also in the proper citation of pertinent previous contribution by others.
4. Neonatal nurse practitioners will endeavor to recognize conflicts of interest and will avoid the abuse of privileged positions. Such privileged positions include, but are not limited to:
 - a. The review and evaluation of manuscripts and grant applications.
 - b. Evaluation of candidates for employment or promotion.
 - c. FANNP committee or staff positions.
 - d. Service in consulting activities.
 - e. Access to and information regarding specimen materials and medical records.
 - f. Mentoring and student guidance.
 - g. Simultaneous service in profit making and not-for-profit organizations.

5. Neonatal nurse practitioners recognize their responsibility to make available to other members of the profession the unique materials that were the source of published data, so far as this does not infringe upon propriety rights.
6. Neonatal nurse practitioners recognize responsibilities to students and other associates working under their supervision to consider them colleagues, to provide training where required, and to assign appropriate recognition for their contributions. By direction and example, these colleagues should be taught adherence to the ethical standards herein described.
7. Members shall not represent any position as being that of FANNP unless the Association has approved that position.
8. Members of FANNP recognize the Association's responsibility to consider breaches of this code of ethic and to recommend appropriate responses according to Article IV, Section 4 of the Bylaws.
9. Neonatal nurse practitioners accepting membership in FANNP by that action agree to abide by this Code of Ethics.

Bylaws reviewed and revised 8/2022; Membership vote and approval 10/12/22