



**THE PHILIPPINE NURSES ASSOCIATION OF GREATER
KANSAS CITY
BYLAWS**

**Revised
May 6, 2021**

**NON-PROFIT BYLAWS
OF
PHILIPPINE NURSES ASSOCIATION OF
GREATER KANSAS CITY**

PREAMBLE

The following Bylaws shall be subject to, and governed by, the Internal Revenue Service 501(c)(3), Non-Profit Corporation Act of Missouri, and the Articles of Organization of Philippine Nurses Association of Greater Kansas City. In the event of a direct conflict between the herein contained provisions of these Bylaws and the mandatory provisions of the Internal Revenue Service and the Non-Profit Corporation Act of Missouri, said Non –Profit Corporation Act shall be the prevailing controlling law. In the event of a direct conflict between the provisions of these Bylaws and the Articles of Incorporation /Association, it shall then be the Articles that take precedence.

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THE PHILIPPINE NURSES ASSOCIATION OF GREATER KANSAS CITY

ARTICLE I NAME

The name of this Non-Profit Organization shall be known as PHILIPPINE NURSES ASSOCIATION OF GREATER KANSAS CITY, and shall herein be referred to as the "Association." The official abbreviation shall be PNAGKC.

ARTICLE II MISSION STATEMENT-AND GOALS

Mission Statement:

As the official professional organization of Filipino/Filipino-American Nurses in the United States, PNAGKC will uphold the positive image and welfare of its constituent members, promote professional excellence, provide innovative leadership and contribute to significant outcomes to healthcare and society through charitable services, education, and research.

Goals:

The Goals of the Association shall include, but not be limited to:

- A. Provide professional expertise, manpower and resources without monetary compensation from various non-profit agencies and organizations.
- B. Provide educational scholarship to qualified and deserving nursing students in the Philippines and in Greater Kansas City.
- C. Work with other professional organizations and agencies in developing and implementing programs relevant to nursing education and practice.
- D. Provide a forum for exchange of information to discuss and solve relevant nursing issues.
- E. Provide free/low cost education to the public about health promotion ,maintenance and disease prevention

- F. Coordinate/collaborate with organizations and agencies, both in the Philippines and the Greater Kansas City, to facilitate the professional and cultural adjustment of new Filipino nurses in the Greater Kansas City area.
- G. Develop and implement research programs focusing on the health care needs of Filipino-Americans in the Greater Kansas City area.
- H. Promote activities that will unify the Filipino nurses in the Greater Kansas City area.

ARTICLE III

SUBCHAPTER FORMATION

Section 1: Subchapter Formation

- A. PNAGKC may form a subchapter.
- B. Subchapters may be organized with a minimum of thirty (30) members that are not members of another Philippine Nurses Association of America (PNA) chapter.
- C. Subchapters shall promote the mission and goals of the Association.
- D. The Executive Board shall approve the formation of a subchapter, in accordance with established PNAGKC and PNA Bylaws and procedures.

ARTICLE IV

MEMBERSHIP AND DUES

Section 1. Membership in the Association is a privilege and is contingent upon compliance and requirements as specified in these Bylaws.

Section 2. Categories of Membership

A. Chapter Member: A professional nurse who holds membership in the Association.

1. **Active Member:** Any professional nurse of Philippine ethnic background, who has been granted a license to practice as a professional registered nurse in any state or territory of the United States and/has paid the required membership dues to the Association.

2. **Associate Member:** Any nurse of non- Philippine ethnic background who has been granted a license to practice in the

country of origin and any state/territory of the United States and who has paid the required membership dues to the Association.

B. Member-at-Large: Any professional nurse residing in a state where a local chapter does not exist, who pays membership dues to the Association.

C. Honorary Member: An individual, to whom honorary membership is conferred upon by virtue of a majority vote of the PNAGKC Executive Board for distinguished services rendered towards the achievement of the Association's goals, and/or valuable assistance to the nursing profession.

Section 3. Representation/Privileges:

- A. Active members are eligible to be elected, hold office, serve and be appointed to committees, and exercise delegate power.
- B. Associate members shall have all the rights and privileges of active members except that of holding elected office, chairing a committee, or serving as a delegate to the annual and/or other special meetings.
- C. Honorary members may have voice and may serve as resource persons in matters relevant to their expertise but have no vote or delegate power.
- D. Membership status and eligibility shall be determined from information on the application form and shall be duly noted on the PNAGKC membership roster.
- E. Members shall be eligible for scholarship/awards, recognition and other benefits such as:
 - 1. Free subscription to the official newsletter
 - 2. Free or reduced fees for educational offering
- F. All paid members other than the honorary members are eligible to vote.

Section 4. Ethical Standards / Disqualification of Members

- A. The Executive Board may censure or expel a member for cause provided:
 - 1. There was a due process hearing at which the member was permitted to defend himself/herself.
 - 2. Requires a majority (50%+1) vote of the EB members to censure or expel a member.
- B. A member may be removed from the membership roster for:
 - 1. Acts, errors and omissions detrimental to the objectives of the association.
 - 2. Violation of the Association's Bylaws and rule of conduct.
 - 3. Failure to pay membership dues for two (2) consecutive years.

- C. A member, suspended or expelled, may be reinstated by a majority vote of the Executive Board after such member has:
 - 1. Submitted application for reinstatement of membership.
 - 2. Paid the current dues.
 - 3. Attend the first available General Assembly after the application been received to state intent for membership
 - 4. Agree to a 1-2 years' probation period.
 - 5. Sign acknowledgement of current Bylaws.

Section 5. Dues and Funds

- A. Annual membership dues to the Association are determined by the majority of the members with the approval of the EB. Membership expires one year from the date of initial payment of membership dues.
- B. Chapter/ National membership.
The completed membership applications along with the payments are submitted to the PNAGKC treasurer. The treasurer submits a list of the current members to the national treasurer with the required PNAA dues.
- C. Membership Renewal.
Membership will be annually and will be renewed upon receipt of dues on or before expiration of membership.
- D. To accomplish the objectives of the Association, it may collect fees from each member; solicit and accept donations; and may hold fundraising activities within the law or public policy.
- E. As a non-profit association, no funds, tangible properties or any part thereof, or the proceeds earned or derived from such properties shall be used to benefit anyone connected with the Association. Funds and/or properties collected or received for or on behalf of the association shall belong to PNAGKC, and shall be used solely for the fulfillment of the mission and objectives of the Association.

ARTICLE V **OFFICERS AND DUTIES**

- Section 1. The officers of the Association are: President, President-Elect, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor, Public Relations Officer, and five (5) Board Members.

- Section 2. The duties and powers of these officers shall be implied by the inherent nature of their respective titles and all such duties as specified in these Bylaws.
- Section 3. Terms of office
- A. All elected officers and members of the board will serve a term of two (2) consecutive years and maybe re-elected to the same office for a maximum of two (2) consecutive terms, except for the President and President Elect. The President and the President-Elect can be re-elected two (2) years after his/her term.
 - B. The absence of officers or members of the board for more than fifty percent (50%) or four (4) of the six (6) general meetings in one (1) year maybe grounds for termination of office, after the EB validates justification for absence.
 - C. The term of office starts June 1 of the election year. The current President will represent PNAGKC at the Circle of Presidents at the Regional and National Conventions.
- Section 4. Vacancies that occur in all elective office of the Association due to inability or ineligibility of the member to perform the duties of the office, or the incumbent's removal from office, are filled in the following manner:
- A. President. The President Elect will assume office.
 - B. President-Elect. The Vice President will assume office and will finish the term. He/She may be elected to the President-Elect position after the term.
 - C. Treasurer. The Assistant Treasurer will assume office.
 - D. Secretary, The Assistant Secretary will assume office
 - E. Assistant Secretary, Auditor, and Public Relations Officer. The Board Members will elect through secret ballot by majority.
 - F. If three (3) or more positions become vacant before the next election, the Nomination and Election Committee will hold special elections if such vacancies occur six (6) months or more before the next election.
 - G. Any elected member filling in any vacancy for any unexpected term of one (1) year or less is deemed to have served one (1) year.
- Section 5. Duties and powers
- A. President.**
 - 1. Reports to the Executive Board and have the approval of the Board for the activities of the Association.
 - 2. Presents his/her annual agenda for approval to the EB.
 - 3. Presides at all business meetings of the EB and General Assembly.

4. Represents the Association at meetings and functions of other organizations, or designates an alternate.
5. Appoints all committee chairmen, and is an ex-officio member thereof, except in the committee on Nomination and Elections.
6. Delegates functions and responsibilities, and other duties as needed pertinent to the office.
7. Terminates non-functioning committees with approval of the Executive Board (EB).
8. Acts as the custodian of the Association's 501(c)(3) status.
9. Transfers records and documents to the Archive Committee at the end of his/her term.
10. Performs other duties pertinent to the office.

B. President -Elect

1. Performs the duties of the president in the absence or inability of the president to act.
2. Performs such other duties as may be delegated by the president or EB
3. Acts as chairperson of the By Laws and the Policy and Procedure Committees.

C. Vice President

1. Performs the duties of the President Elect in the absence or inability of the President-Elect to act.
2. Perform such other duties as may be delegated by the president or EB
3. Acts as the chairperson of the Scholarship Committee.

D. Secretary

1. Maintains a record of the proceeding of all business meetings.
2. Distributes approved minutes to the EB and members.
3. Preserves reports and records, including the By-laws and standing rules of the association in permanent file.
4. Keeps on file accurate membership roster as completed by the chairperson of the Membership Committee.
5. Issues notice regarding meetings and activities.
6. Notifies all members of the EB of any updates in the directory as often as they occur through regular mail, ~~or~~ e-mail, or both.
7. Conducts and maintains a file of the general correspondence of the Association.
8. Files an annual list of officers and board members to the State Attorney's office.

E. Assistant Secretary

1. Assists the secretary in keeping on file all other pertinent information regarding projects, programs, and activities of the association.

2. Performs the duties of the secretary during his/her absence or incapacity.

F. Treasurer

1. Manages financial affairs of the Association.
2. Keeps a record of all receipts and disbursements.
3. Executes appropriate banking transactions as designated by the EB.
4. Issues checks of the Association-as approved by the EB.
5. Assists in the direction of fundraising activities.
6. Presents financial records for examination of the auditor.
7. Prepares and submits a written report of the financial standing of the association every general meeting.
8. Prepares and files annual Federal income tax returns.
9. Registers PNAGKC annually to the Missouri Secretary of State.
10. Acts as chairperson of Budget and Finance Committee.

G. Assistant Treasurer

1. Performs the duties of the treasurer during his/her absence or incapacity.
2. Assumes other functions as delegated by the treasurer.
3. Acts as the chairperson of the Ways and Means Committee.

H. Auditor

1. Audits all financial records of the Association quarterly.
2. Together with the treasurer, prepares the annual Federal income tax return forms.
3. Acts as the Chairperson of the Membership Committee.

I. Public Relations Officer

1. Coordinates information dissemination with the editor of Tanglaw and webpage custodian.
2. Explores the means of promoting the interests of the Association.
3. Acts as a community liaison.
4. Acts as the Chairperson of Community Outreach Committee.

J. Board Member

1. Serves as chairman or member of any of the standing committees, either as appointment by the president or by voluntary commitment.
2. Reviews and recommends amendments to the policy and procedures.
3. Serves as members of Nomination and Election Committee.

K. Immediate Past President

1. Will act as the Chairperson for Nomination and Election Committee (NOMELEC).
2. Will serve as a member of the Advisory Council

ARTICLE VI
EXECUTIVE BOARD

Section 1.

- A. The governing body of the Association is the Executive Board (EB), which consists of all the elected officers.
- B. The Advisory Council as a group shall be represented at the EB with one (1) designated vote.
- C. The EB has the power and authority over the affairs of the Association, except that of modifying the action of the General Assembly.

Section 2. Duties of the Executive Board

- A. Directs the business and financial affairs of the association.
- B. Establishes Association's administrative policies.
- C. Fosters growth and development of the association
- D. Authorizes the formulation and awarding of contracts.
- E. Reviews recommendations of the president and determines actions to be taken.
- F. Reviews committee reports and determines actions to be taken on recommendations.
- G. Suspends or expels members of the Association ~~after due notice and hearing~~ for due cause.
- H. Fills all vacancies of the Executive Board, unless otherwise specified by the Bylaws.
- I. Reviews and authorizes publications proposed by any member, in all forms of media, including print and electronic form as they may affect representation of the philosophy, prerogatives, and image of the Association.
- J. Authorizes the representation and participation of the Association in activities other than the non-profit activities and functions of the Association.
- K. Performs other duties, and exercises authority as prescribed by these Bylaws.

Section 3. Compensation

- A. All the members of the Executive Board shall not receive, nor shall be entitled to compensation, or salary, or any other special benefit for serving on the Executive Board.

ARTICLE VII
MEETINGS – QUORUM – SPECIAL MEETINGS

Section 1.

A. Executive Board

1. The President may call for meetings and/or special meetings of the Executive Board, or upon the request by three (3) members of the Executive Board. This can be conducted through person to person or the best available technology such as video conferencing and teleconferencing calls.
2. Notice of all Executive Board meetings shall be sent to each member by post, or electronic mail at least three (3) days prior to the meeting.
3. Six (6) members of the Executive Board present will constitute a quorum.
4. Voting: a majority of 50% plus 1 decides; for a tie vote, the presiding officer breaks the tie.

B. The General Assembly

1. The General Assembly meets six (6) times a year and shall include a report from the Executive Board, PNAAs Regional Vice President, and standing committees.
2. Special meetings may be called by the president upon request by three (3) members of the Executive Board.
3. The time, place, method, and composition of the General Assembly meeting shall be determined by the Executive Board. This can be conducted through person to person, and/or the best available technology such as video conferencing, teleconferencing calls, or via internet.
4. The voting body of the General Assembly shall be as follows:
 - a. The Executive Board
 - b. All paid members present at the meeting.
 - c. Each qualified voter is entitled to one vote.

Section 2. Quorum

- A. Six (6) members of the Executive Board constitute a quorum.

- B. Majority vote consists of 2 /3 vote of the members of the Executive Board present, and is necessary for any resolutions/actions to be passed or approved.

ARTICLE VIII

NOMINATIONS, ELECTIONS, TERMS AND VACANCIES

Section 1. Nomination and Elections Committee (NOMELEC)

- A. The Nomination and Election Committee shall consist of immediate Past President and the five (5) elected Board Members.
- B. The immediate past president shall assume the chair position.
- C. Duties of the Elections and Nominations Committee:
 - 1. Prepares a list of nominees with their written consent to serve and submits this to the Executive Board ninety (90) days prior to election.
 - 2. Reviews eligibilities of nominees and informs candidates of their nominations.
 - 3. Prepares and issues the official ballot to the voting members.
 - 4. Receives and counts all returned ballots.
 - 5. Announces election results.
 - 6. Destroys/deletes ballots upon approval or motion by the Executive Board.

Section 2. Eligibility to serve in the elected capacity

- A. The nominee must be an active member status for one (1) year immediately preceding the nomination.
- B. The nominee must have demonstrated active participation in the activities of the Association.
- C. A nominee may be a candidate for only one (1) office at any given time.
- D. The nominee must be current with membership dues.

Section 3. Elections

- A. Election of officers shall be held biennially in February.
- B. Voting is by mail in ballot or electronically.
- C. Plurality elects, and in case of tie, the Executive Board will vote by secret ballot.

- D. Eligibility to vote shall be validated against the current list of paid members.

Section 4. Terms of Office

- A. All elected officers and members of the Executive Board shall serve a term of two [2] years.
- B. All, except for the president and president-elect, can be re-elected to the same office for another term.
- C. The president can be reelected as president elect two years after his/her term of office

Section 5. Vacancies

- A. A vacancy that occurs in an elected office due to inability or ineligibility of the incumbent to perform the duties of the office, or the incumbent's removal from office, shall be filled in the following manner:
 - 1. President: President-elect shall assume office, or vice president, if former is unable to do so.
 - 2. Secretary: Assistant Secretary shall assume office.
 - 3. Treasurer: Assistant Treasurer shall assume office.
- B. The Executive Board shall fill all other vacancies.
- C. Any EB members filling any vacancy shall serve the remainder of the current term.

Section 6. Removal from Office

- A. The absence of officers and members of the Executive Board in fifty percent (50%) of the regular meetings shall be ground for termination from office after the Executive Board validates unjustified and/or unexcused absence.
- B. Officers and members of the EB may be subject to reprimand, censure, suspension or elimination by two thirds (2/3) vote of the Executive Board for violating the Bylaws of the Association, misconduct or neglect of duty in office or any behavior injurious to the Association.
- C. No action shall be taken against any officer or member of the Executive Board until he/she has been advised of specific charges, given reasonable time to prepare response, afforded a fair hearing process before the EB.
- D. It is also incumbent upon the EB to validate justification of reason or charges for removal from office.

Section 7. Compensation

- A. The elected officers shall not receive, nor shall they be entitled to compensation or salary for serving on the Executive Board.

ARTICLE IX

COMMITTEES

- Section 1. The standing committees of the association shall be:
- A. Archives
 - B. Awards
 - C. Budget and Finance
 - D. Bylaws
 - E. Community Outreach
 - F. Education
 - G. Ethics
 - H. Human Rights
 - I. Membership
 - J. Nominations and Elections
 - K. Policy and Procedure
 - L. Publication
 - M. Research
 - N. Scholarship
 - O. Social and Hospitality
 - P. Ways and Means
 - Q. Website
- Section 2. The president with the approval of the Executive Board shall appoint the chairs of the standing committees, except the community outreach, membership, nomination and election, scholarship, and ways and means committees. The committee shall consist of a chairperson who is either a member of the Executive Board or an active member, a co-chairperson, and at least two (2) other members.
- Section 3. **Removal of Committee Chairperson**
A committee chairperson shall be relieved of committee responsibilities in the non-performance of duties which may include but not limited to: multiple complaints that jeopardizes the reputation and positive direction of the Association that is received by any member of the Executive Board, the president, other committee chairs or committee members.
- Section 4. Committee responsibilities shall be as follows:
- A. Archives Committee

1. Collects and stores documents and records of PNAGKC activities for the purpose of preserving the Association's legacy which provides a learning center for research of the past.
- B. Awards Committee
1. Maintains and promotes the selection process of the PNAGKC Nursing Excellence Award to a deserving member.
 2. Provides incentives to increase participation among members.
 3. Recognizes members who have received awards from other institutions and those who have made advancements/promotions in their profession.
 4. Notifies the chairman of Publication Committee of any awards, accomplishments, and advancements of current members of the Association.
- C. Budget and Finance
1. Prepares an annual budget for approval by the Executive Board prior to the first General Assembly meeting of the year.
 2. Reviews financial summary and makes budget recommendation on hosting special PNAGKC events, including regional conference or National Convention.
- D. Bylaws Committee
1. Reviews and initiates amendments of the Bylaws.
 2. Submits to Executive Board proposed amendments to the Bylaws with the Committee's recommendation for action.
 3. Presents the approved amendments to the general membership.
- E. Community Outreach Committee
1. Provides free professional expertise, manpower and resources to non-profit agencies including medical missions to developing countries.
 2. Coordinates activities that provide free health care and resources to community. Actively participate in health promotion utilizing members' clinical and cultural competencies in health care delivery.
 3. Evaluates effectiveness, compliance to regulatory requirements of community outreach initiatives of PNAGKC in domestic and international locations.
- F. Education Committee
1. Acts as educational resource for schools and other associations.
 2. Identifies , assesses, plans , and implements educational programs that addressed the needs of the Association and the community

G. Ethics

1. Establishes Ethical Standards and Rules of Conduct for PNAGKC.
2. Provides mechanism and recommends actions to resolve ethical conflicts and issues presented to PNAGKC.
3. Strengthens ethical leadership behaviors by transparency in decision-making.
4. Addresses ethical concerns reported involving officers and members.

H. Human Rights Committee

1. Evaluates and addresses concerns/issues related to human rights that affect the members and new Filipino nurses in the greater Kansas City area.
2. Disseminates information on human rights to members, other nurses, healthcare professionals, and the public.

I. Membership Committee

1. Develops strategies to promote organizational growth in membership recruitment and retention.
2. Maintains and updates the membership roster of the Association.
3. Sends out applications and keeps accurate records of receipts and membership dues.
4. Coordinates the annual renewal of member with PNAA.
5. Sends out renewal reminders to members.
6. Submits a copy of the updated membership roster to the Secretary.

J. Nomination and Elections Committee

1. Refer to Article VIII.

K. Policy and Procedure Committee

1. Defines the process of PNAGKC policy development.
2. Maintains oversight of PNAGKC policy development.
3. Provides assistance in the development, revision, and seeking Executive Board approval for all PNAGKC forms.

L. Publication Committee

1. Establishes a formal mechanism that will facilitate the timely publication of the PNAGKC newsletter.

M. Research Committee

1. Conducts and monitors PNAGKC research projects.
2. Applies for appropriate grants to provide funding for the research project.

3. Acts as a consultant on any PNAGKC member or community who is interested in research.
4. Reviews all requests and applications for research.
5. Submits and obtains approval of proposed research project to the Executive Board.
6. Evaluates the relevance and impact of PNAGKC sponsored research projects.

N. Scholarship Committee

1. Establishes the criteria for qualifying and maintaining nursing scholars.
2. Monitors the criteria for maintaining the scholarship grant.
3. Selects scholarship recipient(s) based on determined criteria.
4. Recommends to the Executive Board the qualified scholarship recipient.
5. Coordinates with other PNAGKC committees in raising funds for the scholarship grant.
6. Recommends to the Executive Board in adjusting the amount of the awards based on the needs of the student and/or the ability of the committee to afford any adjustments.
7. Coordinates with university representatives in screening, nominating and maintaining the scholarship recipients.

O. Social and Hospitality Committee

1. Coordinates activities that will provide a social forum to unify the members in order to accomplish the mission and objectives of the Association.
2. Coordinates with members-at-large and other associations regarding any social programs that will uphold the professional and cultural heritage of the members.
3. Facilitates the professional and cultural adjustment of new Filipino nurses in the Greater Kansas City.

P. Ways and Means Committee

1. Secures funds through fundraising and donations.
2. Plans and coordinates fundraising activities.
3. Writes and solicits grants

Q. Website Committee

1. Maintains the domain and the contents of the website including webpage and e-mail.
2. Assists the other committees in developing, reviewing and disseminating information about the association.
3. Solicits postings for the website.

- Section 5 Committee Reports
Each committee chairperson shall give a verbal report on committee activities and accomplishments at the general assembly meeting. A written report is acceptable if the member is unable to attend the meeting.

ARTICLE X
ADVISORY COUNCIL

- Section 1. The Advisory Council shall be comprised of the past presidents of the Association. They must be active, paid members and in good standing with the Association.
- Section 2. Functions of the Advisory Council
- A. Acts in an advisory capacity with a one (1) vote privilege as a group, in the deliberations and recommendations of the Executive Board.
 - B. Participates in activities to further the purpose and functions of the Association.

ARTICLE XI
FISCAL YEAR

- Section 1. The fiscal year of the Association coincides with the calendar year January 1 to December 31.

ARTICLE XII
OFFICIAL PUBLICATION

- Section 1. PNAGKC will have for its official media communication: a website and a newsletter.
- Section 2. The official publication of the Association will be the newsletter, **“TANGLAW.”**
- Section 3. The publication will be produced at least twice a year.

ARTICLE XIII
AMENDMENTS

- Section 1. Any member can propose an amendment to the Bylaws.
- Section 2. Amendments to these Bylaws shall be presented by the Bylaws committee to the Executive Board and approval/disapproval constitutes a two-thirds (2/3) vote.
- Section 3. Executive Board-approved amendments shall be reviewed for consistency and congruency by the Bylaws Committee Chair and the President prior to dissemination to the General Membership. Dissemination to the General Membership shall be initiated within thirty (30) days prior to the General Assembly meeting.
- Section 4. Amendments to the Bylaws shall be ratified at the General Assembly meeting by a two-thirds (2/3) majority vote of the members present, having been approved for consideration and recommendation by the Executive Board.
- Section 5. Amendments to the Bylaws shall take effect upon ratification by the General Assembly.
- Section 6. Ratified Bylaws shall be made available to the general membership via the website and other means of current communication within thirty (30) days after the General Assembly meeting.

ARTICLE XIV
DISSOLUTION

- Section 1. In the event of the dissolution of the association, the members will be notified. The approval to disburse the fund will be obtained by two thirds majority vote, thirty (30) days prior to dissolution.

Liabilities will be resolved and funds (fixed assets) donated to non-profit exempt associations.

ARTICLE XV
NONDISCRIMINATORY POLICY

- Section 1. The association shall not discriminate against any applicant or member on the basis of race, creed, age, sex, sexual orientation, religion and disability.
- Section 2. The Executive Board of the Association shall monitor compliance with this nondiscriminatory policy and shall include a statement that the “Association is an equal opportunity group or employer “ in all its advertisement and publications.

ARTICLE XVI
PARLIAMENTARY AUTHORITY

- Section 1. *Robert’s Rule of Order Newly Revised*, shall govern this Association in all - meetings not covered by these Bylaws.
- Section 2. The president may appoint a parliamentarian to interpret the Robert’s Rules of Order.

ARTICLE XVII
PLACE OF BUSINESS

- Section 1. The official 501(c)(3) address of this organization is 6643 NW Monticello Ct, Kansas City, Missouri 64152.

Submitted by:

Bylaws Committee, 2020-2022
Irma L. Wright, MHA, RN - Chair
Luz Conde, BSN, RN – member
Leila Busch, MSN, RN - member
March 1, 2021

**Approved 2020-2022 Executive Board
May 6, 2021**

Babette Orlich, BSN, RN
President

Vicky Herrera, BSN, RN
Public Relations Officer

Irma Wright, MPA, RN
Vice President

Regina Ancola-Upton, BSN, RN
Board Member

Anna Liza Dewhurst, RN
Secretary

Chito Belchez, DNP, MSN, RN
Board Member

Magnolia Figueroa, BSN, RN
Assistant Secretary

Teresita Laoruangroch, MSN, FNP-BC
Board Member

Luz Conde, BSN, RN
Treasurer

Elvira Leone, BSN, RN
Board Member

Corazon Zamora BSN, RN
Assistant Treasurer

Sonia Tumanut, BSN, RN
Board Member

Yolanda Endaya, MSN, RNC-OB, C-EFM
Auditor

**Ratified at General Assembly Meeting
July 14, 2021**

Appendix A
The Philippine Nurses Association of Greater Kansas City
Assessing Bylaws Rubric

PNAGKC Bylaws are the governing documents of the organization. They are set core rules that must be followed in conducting PNAGKC affairs.

PNAGKC Bylaws Committee reviews PNAGKC bylaws at least every 2 years to ensure relevance, clarity, consistency and alignment with PNAGKC mission and goals. This Bylaws Assessment Form specifies core articles, rules and criteria for writing, formatting and evaluating PNAGKC bylaws and can be used as a guideline in reviewing PNAGKC's Bylaws.

Criteria	Met	Not Met	Comments
Article I: Name <input type="checkbox"/> States complete name and any abbreviations used.			
Article II: Mission Statement & Goals <input type="checkbox"/> States the mission of the Organization <input type="checkbox"/> States the goals of the Organization			
Article III: Membership & Dues <input type="checkbox"/> Specifies who can be a member. <input type="checkbox"/> Specifies categories of membership. <input type="checkbox"/> States membership privileges. <u>Provides information regarding:</u> <input type="checkbox"/> Process for determining annual membership dues. <input type="checkbox"/> Consequence when dues are not paid. <input type="checkbox"/> Process as how a member gets reinstated. <input type="checkbox"/> Grounds for disqualification as a member.			
Article V: Officers & Duties <input type="checkbox"/> States the elected officers of the organization <input type="checkbox"/> States the duties and powers of the officers.			
Article VI: Executive Board <input type="checkbox"/> State the members of the Executive Board. <input type="checkbox"/> States the duties of the Executive Board members			

<p>Article VII: Meetings - Quorum</p> <ul style="list-style-type: none"> <input type="checkbox"/> States the frequency of the Executive Board. <input type="checkbox"/> States the frequency of the General Assembly meetings. <input type="checkbox"/> Identify the exact number or percentage of attendees in determining a quorum. 			
<p>Article VIII: Nominations, Election Terms & Vacancies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explains the nominations process. <input type="checkbox"/> States the duties and responsibilities of the Nominations and Elections Committee. <input type="checkbox"/> Identifies the chair and members of the Nomination and Elections Committee. <input type="checkbox"/> States the eligibility to serve in an elected capacity. <input type="checkbox"/> Explains the election procedures, dates and requirements. <input type="checkbox"/> States duration of terms of the officers. <input type="checkbox"/> Explains the process of filling up vacancies. When vacancies occur which position(s) is/are not automatically filled, include nomination process. <input type="checkbox"/> Explains the process of removing officers and members of the Executive Board. 			
<p>Article IX: Committees</p> <ul style="list-style-type: none"> <input type="checkbox"/> List standing committees. <input type="checkbox"/> States committee members' responsibilities. 			
<p>Article X: Advisory Council</p> <ul style="list-style-type: none"> <input type="checkbox"/> States the composition of the Advisory Council. <input type="checkbox"/> States the responsibilities of the Advisory Council. 			
<p>Article XI: Fiscal Year & Indemnification</p> <p>States the fiscal year of the</p>			

<input type="checkbox"/> Organization <input type="checkbox"/> Includes a statement of indemnification.			
Article XII: Official Publications <input type="checkbox"/> States the official publication of the Organization <input type="checkbox"/> States the frequency of publication.			
Article XIII: Amendments <input type="checkbox"/> Explains amendments process and outcomes. <input type="checkbox"/> Explain required timelines for amendments. <input type="checkbox"/> States required votes for amendments to pass.			
Article XIV: Dissolution <input type="checkbox"/> States the process for dissolution <input type="checkbox"/> States the required votes for dissolution to occur.			
Article XV: Nondiscriminatory Policy <input type="checkbox"/> Includes a nondiscriminatory policy in the bylaws.			
Article XVI: Parliamentary Authority <input type="checkbox"/> States the meeting rules of order.			
Article XVII: Place of Business <input type="checkbox"/> State the primary location and mailing address of the Organization			

Reference:

PNAAs Bylaws, PNAAs Form for Assessing PNAAs and Chapter Members Bylaws

Submitted by:

Chairperson, PNAGKC Bylaws Committee 2020-2022
Date

Approved by:

President, PNAGKC 2020 -2022
Date

Date Reviewed: