

BY-LAWS
NORTH CAROLINA BAPTIST NURSING FELLOWSHIP
(NCBNFBy-Laws2014.doc)
ARTICLE I.

NAME, INCORPORATION

Section 1. Name The name of this organization shall be the NORTH CAROLINA BAPTIST NURSING FELLOWSHIP.

Section 2. Incorporation, chapter

The organization shall be a CHAPTER OF BAPTIST NURSING FELLOWSHIP which is incorporated under the laws of the State of Alabama as a nonprofit corporation as outlined in the Articles of Incorporation. As such, it shall have all the rights of any corporation.

ARTICLE II.

PURPOSES

The purposes of this organization are to:

- A. Provide Christian professional fellowship.
- B. Promote continuing professional education and growth for members, nurse missionaries, and guest nurses.
- C. Encourage nursing service evolving from a personal commitment to Jesus Christ.

OBJECTIVES

The objectives for accomplishing these purposes on a local, regional, national, and international basis are:

- A. To empower members through studying the Bible, worshipping, witnessing, and sharing of Christian experiences.
- B. To present and participate in planned nursing and health care programs in a variety of areas of interest to nurses based upon assessed need of the members.
- C. To expand global Christian nursing service and personal involvement through mission support, education, and health care activities.

ARTICLE III.

MEMBERS

Section 1. REGULAR MEMBERS

- A. The membership shall consist of dues-paying registered nurses, licensed practical nurses, and nursing students who support the purposes and objectives of the organization/chapter.
- B. A member becomes Inactive when dues are not paid for two consecutive calendar years. Inactive members will be deleted from the membership roll after a period of two years.

Section 2. MISSIONARY NURSE MEMBERS

Active or emeritus missionaries may become members upon submission of application.

Section 3. LIFETIME MEMBERS

- A. Nurse who have been a dues paying member for 30 plus years and has personal involvement through mission support, education, health care activities and financial contributions as gleamed from Article II, Objectives B and C.
- B. Nurse who is actively engaged in promoting growth in membership and service of members.
- C. NCBNF Membership Committee will be responsible for selecting those who fulfill the guidelines each year and present to Executive Committee for review and acceptance by mid-year.
- D. NCBNF Executive Committee will present the new lifetime members at the annual meeting. New Lifetime Members will be recorded in the annual Book of Reports.

Section 4. HONORARY MEMBERS

Allied Health personnel may become non-voting members.

ARTICLE IV.

OFFICERS

Section 1. TITLES

The elected officers of the organization shall be: (a) President, (b) President-elect, (c) Immediate Past President, (d) Secretary, (e) Treasurer and (f) Standing committee chairpersons.

Section 2. TERM OF OFFICE

The term of office shall be two years, with half of the officers being elected in alternate years.

- A. The President-elect, Secretary, Treasurer, and Heritage/Prayer Chain Chairperson shall be elected in odd numbered years.
- B. The Program/Education Chairperson, Missionary Nurse Liaison/Service Chairperson, Nominating Chairperson, and Resource Development Chairperson shall be elected in even-numbered years.
- C. A person may be elected to any given office no more than two consecutive terms. After an absence of at least one year, a person is eligible for nomination to any office again.

Section 3. ELECTION AND VACANCIES

- A. The officers shall be active members of the state and national organizations.
- B. A slate of candidates for officers shall be prepared by the Nominating Committee.
- C. The Executive Committee will approve the candidates at the fall Board meeting.
- D. Election shall be by majority vote on signed mail ballots.
 - 1. Ballots and resumes will be mailed to all current dues paying and missionary nurse members at least six weeks prior to the Annual Meeting.
 - 2. Write-in candidates may be added to the ballot with the written consent of the nominee.
 - 3. Returned ballots must be received by nominating chair two weeks prior to the Annual Meeting.
 - 4. In case of a tie, the tie will be broken by written ballot of the members present at annual meeting.
- E. Vacancies in an office shall be filled for the completion of that term by appointment by the president with the approval of the Executive Committee.

Section 4. DUTIES

A. The President shall:

1. Preside at all meetings of the organization.
2. Serve as chief administrator and legal head of the organization.
3. Exercise supervision of the organization.
4. Serve as official representative for the organization.
5. Sign documents and letters necessary to carry out the will of the organization as well as sign checks, drafts, money orders for the payment of monies as necessary should the treasurer be absent, incapacitated or terminated.
6. Serve as chairperson of the Executive Committee.

B. The President-Elect shall:

1. Assume the duties of the president in case of absence or incapacity of the president.
2. Edit the Newsletter.
3. Carry out assigned responsibilities given by the president or Executive Committee.
4. Serve on the Executive Committee.
5. Succeed the president on the completion of her term.

C. The Secretary shall:

1. Take minutes of all meetings and be responsible for recordings, corrections, and files.
2. Keep the By-Laws current. Should bring a review to each Ex Com meeting
3. Execute and maintain records of correspondence and membership matters.
4. Serve on the Executive Committee.
5. In the absence of President and President-Elect, the secretary shall preside at the meeting.
6. The Secretary shall serve as chairperson of the Membership Committee.

D. The Treasurer shall:

1. Have custody of and be responsible for all funds of the organization.
2. Sign all checks, drafts and money orders for the payment of monies under the direction of the President and the Executive Committee.
3. Prepare financial reports for each Executive Committee meeting and yearly reports for the organization.
4. Serve on the Executive Committee.

E. The Immediate past President shall:

1. Serve on the Executive Committee
2. Organize special activities as requested by the organization.

F. The Standing Committee Chairpersons shall:

1. Serve on the Executive Committee.
2. Direct designated committee activities.

- G. The Camp Mundo Vista Healthcare Center Director shall:
1. Be the title given to the NCBNF volunteer nurse who relates to NCBNF to WMU of NC.
 2. Be appointed by the NCBNF Executive Committee with undesignated tenure of service.
 3. Assist WMU of NC in recruiting volunteer nurses for camps, meetings, and projects.
 4. Have the following duties,
 - a. Maintain Camp Mundo Vista Healthcare Center Library including the NC Nurse Practice Act(latest edition), the Scope and Standards of Camp Nursing Practice, Scope and Standards of Practice of the ANA, and the Basics of Camp Nursing.
 - b. Keep current CMV Healthcare Center Policy and Procedure Manual, Healthcare Center Health Forms, Medication Forms, and other reports as needed.
 - c. Maintain other materials and books as needed or required.
 5. Receive from NCBNF,
 - a. Membership in Association of Camp Nurses(ACN).
 - b. Membership in American Camping Association(ACA).
 - c. Mileage to CMV for the opening of camp and weekly trips to assist nurses.
 6. Attend NCBNF Executive Committee meetings and prepare annual report for Book of Reports.
- H. The Executive Director/WMU Advisor shall:
1. Be the title given to the North Carolina WMU Executive Director or designee who relates the organization to the WMU of North Carolina.
 - a. Prayer support, office, program, and financial assistance patterned on that of the national WMU to the national BNF will be expected.
 2. Serve as an ex-officio member of the Executive Committee.

ARTICLE V

EXECUTIVE COMMITTEE

The Executive Committee of the organization shall be made up of the president, president-elect, secretary, treasurer, immediate past president, and standing committee chairpersons. The executive director shall serve as an ex-officio member.

- A. The Executive Committee shall have the power to act for the organization between regular annual meeting.
- B. The president shall call a meeting of the Executive Committee when deemed necessary.
- C. The Executive Committee shall have the power to instruct the president to call for special meeting of the full membership after reasonable notice with the stated purpose of the meeting clearly defined. No matters or topics may be dealt with at any special called meeting that were not clearly stated and indicated in the notice of that same meeting.

ARTICLE VI

MEETINGS

- Section 1. A meeting of the NC Baptist Nursing Fellowship shall be held annually.
- Section 2. The Annual Meeting shall be an open meeting.
- Section 3. Members registered at the Annual Meeting shall vote only in person.
- Section 4. Conferences and other meetings shall be held as authorized by the Executive Committee.

ARTICLE VII

STANDING COMMITTEES

A. PROGRAM/EDUCATION GROWTH COMMITTEE

- 1. The chairperson shall select three or more members to serve on the committee.
- 2. The committee shall be responsible for the program for the annual meeting and other programs as directed by the Executive Committee.
- 3. The committee shall assume other duties as assigned by the president and/or Executive Committee.
- 4. The chairperson shall be a nurse with a minimum of a Bachelor of Science in nursing and knows and applies adult learning principles.
- 5. Two other B.S.N. credentialed members shall be selected to serve on the committee by the chairperson.
- 6. The committee will be responsible for assessing needs, planning, implementing and evaluating Continuing Education activities following the ANA standards for CEUs in nursing as directed by the organization.

B. MEMBERSHIP COMMITTEE

- 1. The chairperson shall serve as the secretary of the organization.
- 2. The chairperson shall select three or more members to serve on the committee.
- 3. The committee shall be responsible for promoting expansion for membership.
- 4. The committee shall compile an ongoing history and maintain the archives.

C. PRAYER MINISTRY AND MISSIONARY NURSE LIAISON COMMITTEE

- 1. The chairperson shall select member(s) to serve on the committee.
- 2. The chairperson or one or the other committee members will be responsible for preparing in writing and sending prayer requests via email, text, or phone calls, as needed, to current members.
- 3. The committee shall correspond with each NC nurse missionary annually in relation to:
 - a. Projected BNF programs and activities.
 - b. Requests for dates of stateside vacation/assignments in order to send NCBNF/BNF materials/gifts and invitations to NCBNF/BNF events.
 - c. Being on missionary news or prayer letters' recipient list.
 - d. Suggestions of how we can assist them in their work.
 - e. Sending special greetings.

D. RESOURCE DEVELOPMENT COMMITTEE

- 1. The chairperson shall select three or more members to serve on the committee.

2. The committee shall be responsible for preparing and presenting the annual budget in consultation with treasurer and president.
3. The committee shall be responsible for identifying long range needs.
4. The committee shall seek sources of funding and develop guidelines for fund raising.

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E. HERITAGE/PRAAYER CHAIN COMMITTEE

1. The chairperson shall select three or more members to serve on the committee.
2. The committee shall compile an ongoing history and maintain the archives.
3. The committee will be responsible to prepare, update and activate the prayer chain ministry.

F. NOMINATING COMMITTEE

1. The committee shall consist of the chairperson and two member all ELECTED BY THE ORGANIZATION.
2. The committee shall be responsible for preparing a slate of candidates for election to office to be presented to the fall Executive committee for approval.
3. The chairperson only shall serve on the Executive Committee.

ARTICLE VIII

FINANCES

Section 1. BUDGET

- A. The budget shall be prepared by the Resource Development Committee in consultation with Treasurer and President.
- B. The budget shall be recommended to the Executive Committee for approval.
- C. The budget shall be presented to the organization for adoption at the regular annual meeting.

Section 2. DUES

- A. The organization shall have annual dues set by the Executive Committee.
- B. Members who are active or emeritus missionaries are not required to pay dues. Honorary members are not required to pay dues.
- C. District and local chapters are free to organize and assess dues according to the needs of the given unit.

Section 3. FUNDS

- A. Designated contributions to the organization shall be accepted.
- B. The organization is authorized to solicit, receive, administer and disperse unrestricted funds from foundations, individuals, or organizations that may not be directly related to Baptist Nursing Fellowship.
- C. District and local chapters shall be responsible for their own funding.

Section 4. AUDIT

External auditing shall be done as requested by the president, Executive Committee, or simple majority vote of the membership present at the regular annual meeting of the organization.

ARTICLE IX

QUORUM

- A. A quorum shall consist of the members present at the regular annual meeting or those present at a duly authorized called, and publicized meetings.
- B. Only those persons who are members in good standing of the North Carolina Baptist Nursing Fellowship may vote in transactions brought before the meeting of the state body.

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ARTICLE X

PARLIAMENTARY AUTHORITY

Parliamentary procedure and authority for this organization shall be governed by the latest edition of Roberts Rule of Order. The parliamentarian shall be the immediate past president.

AMENDMENTS

The *Bylaws* of the organization may be changed by majority vote of the membership in attendance at any regular annual meeting. However, the entire membership must be informed in writing of the proposed *Bylaws* changes at least six weeks prior to the vote.

