

AANLCP® NATIONAL BYLAWS 2023

ARTICLE I. NAME

The name of this association shall be the American Association of Nurse Life Care Planners, AANLCP.

ARTICLE II. MISSION, OBJECTIVES, AND PURPOSES

The mission of AANLCP is to support the life care planning community to achieve excellence.

The objectives and purposes of this association are:

- a. To encourage a high order of ethical and professional attainment and fellowship in the field of life care planning.
- b. To offer educational opportunities for continued learning.
- c. To promote the exchange of information applicable to the field of life care planning.
- d. To assess, identify, plan, implement, and evaluate programs, purposes, and goals of the AANLCP.

ARTICLE III. POLICY

AANLCP is organized exclusively for charitable, educational, and scientific purposes under section 501(c)(6) of the Internal Revenue Code or corresponding section of any future federal tax code.

This association shall be nonsectarian, nonpartisan, nonprofit, and nonunion. No actions or programs may be initiated or undertaken in conflict with the bylaws of the AANLCP.

ARTICLE IV. MEMBERSHIP AND DUES

Membership constitutes the association of professionals engaged in the practice of life care planning. Membership is unrestricted by consideration of nationality, race, creed, lifestyle, color, gender, or age.

Section 1. Classes of Membership. AANLCP shall have five categories of members.

- a. *Nurse Active Membership.* Nurse active membership shall be open to any individual who has been granted a license to practice as a registered nurse in at least one state or territory of the United States, or the equivalent in other countries, and who does not have a license under suspension or revocation in any state or country, or is otherwise entitled by law to practice. The nurse active membership is a voting membership class.

b. *Professional Active Membership.* Professional active membership shall include any person actively providing life care planning services and not qualified in Section 1.a., including individuals designated as holding a license or professional degree or national certification in either life care planning or in the health or human services profession. A professional active member may not hold elective office. The professional active member is a voting membership class.

c. *Student Membership.* Student membership shall be any person who is enrolled in a basic life care planning course, or who has completed training from an approved provider in a basic life care planning course within the preceding six (6) months. The individual cannot be a current or past member of AANLCP. A student member may not hold elective office. The student member is a non-voting membership class.

d. *Company Individual.* Company individual membership shall comprise those groups of individuals (five [5] or more) who are being sponsored by a company and receive individual membership. The membership belongs to the company, and it shall notify the association of its designated AANLCP representatives. Individuals of a company membership may or may not hold elective office, depending on the membership category. Depending on the membership category, company individual members may or may not vote in association proceedings.

e. *Lifetime Membership.* Lifetime membership shall be conveyed to the association Founder. The Board of Directors shall designate this lifetime membership, and an individual who chooses to subscribe to lifetime membership shall be at the Basic Membership Level.

Section 2. Members Qualified to Vote. Only active members in good standing shall be qualified to vote at membership meetings or upon other matters identified for action.

Section 3. Application for Membership. Membership applications and dues shall be submitted to the AANLCP Headquarters, according to established policy. The Executive Board may reject a membership application if the qualifications of membership are not met, or if the applicant has been convicted of a felony or had his/her nursing license suspended or revoked.

- a. Annual membership dues in the association are determined by the Executive Board and subject to a majority vote of the quorum at the annual membership meeting.
- b. *Delinquency:* Any member whose dues are not received by the last day of the member's renewal month is automatically terminated as a member, and all privileges of the association are withdrawn.

Section 4. Termination of Membership. AANLCP members may have their membership terminated by a two-thirds (2/3) vote of the Executive Board for failure to meet membership requirements, for failure to adhere to the AANLCP bylaws, or for cause.

- a. Cause shall be defined as any action which is determined by the Executive Board to be detrimental to the best interests of the AANLCP.

ARTICLE V. MEETINGS

Section 1. Annual Meeting. The annual membership meeting shall be held in conjunction with the annual educational conference each year. The actual date, time and place will be determined by the Executive Board, with notice to all members at least thirty (30) days prior to the meeting. The purpose of the annual meeting is to hear reports of boards and committees and to transact such other business as may come before the membership.

Section 2. Special Meetings. Special meetings of the members may be called by the President or by the Executive Board. Notice stating the place, day, hour, and purpose for which a special meeting is called shall be conveyed by either paper or electronic ballot not less than fifteen (15) days before the date of the meeting.

Section 3. Seminars or Workshops. It is required this association hold a minimum of one (1) educational event or a total of sixteen (16) hours of education during each fiscal year. These programs may be held in conjunction with a membership meeting.

Section 4. Voting. Each active member of the association shall be entitled to one vote. Voting may occur by mail, telephone, email or any other means of electronic or telephonic transmission, (including facsimile transmission), as provided in the bylaws.

Section 5. Quorum. Those members present and qualified to vote shall constitute a quorum at a membership meeting, and the majority of such quorum shall, for voting purposes, be necessary for the adoption of any matter brought before the meeting. In the event of a vote for dissolution, a quorum shall consist of two-thirds (2/3) of the members present and qualified to vote.

Section 6. Executive Board Meetings. The Executive Board will meet at least two (2) times per year. Three (3) members of the Executive Board, one of whom shall be the President or President-Elect, shall constitute a quorum for the transaction of business. Additional meetings of the Executive Board may be called by the President or by a quorum of the Executive Board.

ARTICLE VI. OFFICERS

The officers of this association are the Director, President, President-Elect, Secretary, and Treasurer. The business and affairs of the association will be managed by the Executive Board, who shall discharge their duties in good faith and for the benefit of the membership. The Executive Board shall be comprised of the elected officers. The Executive Board has the authority to make decisions on behalf of the association that are consistent with other articles and shall act as a planning committee, bringing recommendations to the membership for a vote.

Section 1. President. The President serves as the official representative of the association and presides over all membership meetings and Executive Board meetings.

Section 2. President-Elect. The President-Elect observes and assists the President in preparation for assuming the duties and responsibilities of the presidency.

Section 3. Past President. The Past President ensures continuity in leadership and acts as an advisor to the new President and Executive Board.

Section 4. Secretary. The Secretary shall be responsible for maintaining permanent records of all business meetings.

Section 5. Treasurer. The Treasurer monitors and reports the fiscal affairs of the association and reports to the Executive Board. The Treasurer provides a report for the annual membership meeting.

ARTICLE VII. EXECUTIVE BOARD

The Executive Board consists of elected officers. The Executive Board has the authority and responsibility to manage the affairs of the association.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee. The immediate Past President will serve as the nomination/ election chairperson and will be responsible for appointing at least two (2) members to serve on the committee.

Section 2. Nominations. Nominations for elected office are submitted by the membership.

Section 3. Eligibility. To be eligible for elective office, the nominee must:

- a. Be an active nurse member in good standing.
- b. Have two (2) consecutive years of membership immediately preceding nomination.
- c. Provide documentation of life care planning experience upon request.
- d. Be licensed as a Registered Nurse, or the equivalent in other countries, for a minimum of five (5) years, and the license must be unrestricted and currently active.
- e. Have at least two years of life care planning experience and have personally coordinated client services along the continuum of care.

Section 4. Elections. Election shall be by majority vote of ballots from qualified members.

- a. Elections shall be by paper or electronic ballot.
- b. In case of a tie, the choice is by lot utilizing an electronic random number generator to be witnessed by at least two (2) individuals, at least one (1) of whom is a member of the Executive Board.
- c. Any member holding an elective office may not be nominated for another office unless their current term expires at the time of the impending annual election.

ARTICLE IX. TERMS/VACANCIES/REMOVAL

Section 1. Term of Office.

- a. President-Elect is elected each year and serves in that capacity for one (1) year and then as President for one (1) year.
- b. Secretary shall be elected in the even-numbered years for a term of two (2) years and shall serve until their successor has assumed office.
- c. Treasurer shall be elected in odd-numbered years for a term of two (2) years and shall serve until their successor has assumed office.
- d. President shall serve a term of one (1) year and will assume the role of Past- President for one (1) year.

Section 2. Vacancies. In the event of a vacancy in the office of President, the President-Elect shall succeed to the office for the unexpired term and shall continue in the office of President for the following year. In that event, or for any other reason where the office of President-Elect shall be vacant, a President-Elect shall be appointed by the Executive Board to serve until the next election.

In the event of a vacancy in the office of Secretary or Treasurer, the Executive Board shall appoint a member to fill the vacancy for the unexpired term who shall be eligible to seek election to the office the following term.

Section 3. Removal of Officers. Any elected officer may be removed from office by a two-thirds (2/3) affirmative vote from the membership provided the officer, upon request, is offered an opportunity to have an unprejudiced hearing, at which time the officer is permitted to defend against the termination. A two-thirds (2/3) majority of the AANLCP Executive Board may recommend removal of an elected officer to the members, provided that the officer, upon request, was offered an opportunity to have an unprejudiced hearing at which time the officer is permitted to defend against the termination.

ARTICLE X. ORGANIZATIONAL COMMITTEES

To facilitate the association's objectives and purposes, as well as the needs of the profession, the Executive Board shall at least annually create such committees as it deems desirable. Each committee shall consist minimally of a chairperson and two (2) additional members.

Section 1. Standing Committees. The standing committees are directed by and shall report to the Executive Board at least biannually.

The Standing Committees are as follows:

- a. *Nominations and Elections.* [See Article VIII.]
- b. *Educational.*
- c. *Editorial.*

Section 2. Special Committees. The Executive Committee may appoint special committees and their chairpersons.

ARTICLE XI. FISCAL YEAR

The fiscal year of this association shall be from January 1 to December 31.

ARTICLE XII. OFFICIAL PUBLICATION

The official publication of the association is the *Journal of Nurse Life Care Planning*.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised is the parliamentary authority of this association.

ARTICLE XIV. AMENDMENTS

Amendments to the bylaws may be adopted by a two-thirds (2/3) majority of active members present and qualified to vote at any special or annual meeting, or by designated ballot. If a vote is to be taken or association business conducted requiring membership participation at any time other than the annual meeting, a quorum shall consist of all responses received via mail, email, phone, or those present remotely, and a two-thirds (2/3) majority shall constitute passage. Proposed bylaw amendments must be presented to the membership at least thirty (30) days prior to the date they will be voted upon.

ARTICLE XV. DISSOLUTION

In the event of dissolution, all property and assets shall be distributed as follows:

- a. All liabilities and obligations shall be paid, satisfied, and discharged, or adequate provision shall be made thereof.
- b. After payment of all liabilities and obligations, all remaining assets shall be distributed to a nonprofit charitable organization as defined by the Internal Revenue Code, to be selected by a majority vote of the remaining members of the association, notice having been given to members of the association at least fifteen (15) days prior to the dissolution.

ARTICLE XVI. ENACTMENT

These bylaws and/or amendments thereto shall become effective at the close of the meeting at which adopted, unless otherwise specified.

Revised August 3, 2023

FINAL