



**PNASC, INC.  
PHILIPPINE NURSES ASSOCIATION OF SOUTHERN CALIFORNIA  
West Los Angeles Subchapter**

**CONSTITUTION & BY-LAWS**

ARTICLE I  
NAME, LOGO, ABBREVIATION AND ADDRESS

Section 1 - NAME

The name of this professional organization shall be the PHILIPPINE NURSES ASSOCIATION OF SOUTHERN CALIFORNIA - West Los Angeles, Subchapter. Subchapter of Philippine Nurses Association of Southern California (PNASC), non-profit benefit corporation in the State of California and is classified as a public charity organization under section 501 (c)(3) of the Internal Revenue Code. This Constitution and Bylaws of PNASC West LA Subchapter is in alignment with PNASC.

Section 2 – LOGO

The corporate logo shall be depicted as above this Constitution and By-laws.

Section 3 -ABBREVIATION

The official abbreviation shall be PNASC-WLA Subchapter.

Section 4 – ADDRESS OF THIS SUBCHAPTER

The principal office shall be the current address of the President.

ARTICLE II  
VISION, MISSION STATEMENT & GOALS

VISION STATEMENT:

PNASC-WLA Subchapter is the professional organization of choice for Filipino-American nurses in West Los Angeles and other parts of Los Angeles County and suburbs.

MISSION STATEMENT:

As the official professional organization of Filipino American Nurses in West Los Angeles and other parts of Los Angeles County and suburbs, PNASC-WLA Subchapter will uphold the positive image and welfare of its constituent members, promote professional excellence, and contribute to significant outcomes to healthcare and society at the local, national and global level.

GOALS:

1. Promote activities that will unify the Filipino American Nurses in West Los Angeles and other parts of Los Angeles County and suburbs
2. Advance professional nursing through education, research, innovation, improved nursing practice, and advance technology on information system.
3. Collaborate with professional organizations and agencies in developing and implementing programs relevant to nursing practice, education, and research.
4. Participate actively in community activities which directly and indirectly impact nursing and healthcare.
4. Provide scholarships to qualified, active and paid members in pursuit of higher education.
6. Promote and maintain effective recruitment/retention strategies to Increase membership and participation of members.
7. Provide charitable relief aid to the poor, homeless, underserved, and victims of calamities and disasters in United States and Philippines.

ARTICLE III  
MEMBERSHIP/DUES

Section 1. MEMBERSHIP

The PNASC-WLA Subchapter shall consist of Filipino American Registered Nurses (RNs) residing in West Los Angeles and other parts of Los Angeles County and suburbs. The members are classified as follows: Annual; Associate; and Auxiliary members.

- A. Annual members are active RNs who are paying their membership dues annually to PNASC.
- B. Associate members are active RNs of non-Philippine ethnic origin, vocational nurse of Philippine ethnic origin licensed to practice in the country of origin and/or any state/territory of the United States; who has paid the required chapter membership dues; RNs with an option to join PNAA and pay it's membership dues.
- C. Associate members are student nurses of Philippine and non-Philippine ethnic origin and Retired Nurses of Philippine ethnic origin with inactive RN licensure as a Registered Nurse; and who has paid the required chapter membership dues.
- D. Auxiliary members are not nurses but a spouse and significant others of members, who demonstrate strong support and commitment to serve the overall goals and initiatives of the PNASC-WLA, Subchapter; and are not paying dues but officially registered as members.

Section 2. DUES AND FUNDS

- A. Annual dues shall be recorded by anniversary date the membership/renewal fee was received. Membership dues shall be paid at the official membership website of PNASC or mailed directly to the PNASC Treasurer. PNAA member dues shall be recorded as calendar year from January to December.
- B. Delinquency and Reinstatement:
  - 1. Any member whose dues are not received on or before expiration of membership shall be removed from the membership roster and all privileges from the association shall be withdra

2. Reinstatement shall be by submission of an application and payment of current dues.
- B. In support of fundraising activities, the Association may collect fees from its members, solicit donations/sponsors within the regulatory guidelines of 501(c)(3) status.
  - C. As a non-profit organization, no funds, properties tangible or any part thereof, or the proceeds earned or derived from there shall inure to the benefits of anyone connected with the association. Funds, properties collected or received for or on behalf of the association shall belong to PNASC WLA Subchapter and shall be used solely for the fulfillment of the mission and goals of the Association.

### Section 3. ETHICAL STANDARDS/DISQUALIFICATION OF MEMBERS

- A. By a majority vote, the Executive Board may censure and expel a member for cause provided there was a due process hearing at which the member was permitted to defend him/herself.
- B. Any member maybe removed from the membership roster for:
  1. Violation of the Association's By-Laws and rules of conduct.
  2. Acts, errors, and omissions detrimental to the goals of the association.
- C. Failure to pay membership dues.
- D. Any member suspended or expelled may be reinstated by a majority vote of the Executive Board after such member has submitted an application and paid current dues and assessments.

## ARTICLE IV DUTIES/RIGHTS/PRIVILEGES OF MEMBERS

Section 1. Membership in the association is a privilege and is contingent upon compliance with the requirements specified in these By Laws.

Section 2. Members shall have the right to vote except for Associate, and Auxiliary members.

Section 3. Members may request for a special meeting from the Executive Board upon written request to the President, signed by at least 5 members.

Section 4. Members may inspect the financial records of the Association with definitive purpose with the consent of the President.

Section 5. Associate members shall have the rights and privileges as active members except that of holding elected office, chairing a committee, voting privileges or serving as delegate to the annual meeting or other special meetings.

Section 6. Annual members are eligible to vote and hold elective office, serve on elected or appointed committees, and exercise delegate power.

Section 7. Auxiliary members shall not have privileges of active membership but are eligible to serve and attend organization events.

## ARTICLE V EXECUTIVE BOARD

Section 1. The ultimate authority in the association shall be vested on the Executive Board consisting of (4) elected officers and (3) Board of Directors and Advisory Council. A duly qualified member appointed by the President and approved by the Executive Board shall fill any vacancy

Section 2. DUTIES OF THE EXECUTIVE BOARD SHALL

- A. Direct the business and financial affairs of the association.
- B. Establish the Association's administrative policies.
- C. Promote growth and development of the Association.
- D. Authorize the formulation and awarding of contracts.
- E. Review recommendations of the President and determine actions to be taken.
- F. Review committee reports and determine action to be taken on recommendation.

- G. Suspend or expel members of the association for due cause.
- H. Authorize the representation and participation of the association in all non-profit activities and functions of the association.
- I. Review and authorize publications proposed by any member in adherence to the mission and goals of the Association.
- J. Perform such other duties and exercise authority as prescribed in these By-laws.

ARTICLE VI  
EXECUTIVE BOARD/BOARD OF DIRECTORS  
ELECTION/APPOINTMENT, DUTIES AND RESPONSIBILITIES

Section 1. The officers consist of the President, President-Elect, Secretary and Public Relations Officer and approved number of Board of Directors. The Advisory Board as a group shall be represented at the Executive Council with one designate vote.

A Parliamentarian, appointed by the PNASC-WLA president, shall serve as an Advisor in the Executive Board, but without voting privilege.

Section 2 Election/Appointment

- A. Election/Appointment of Officers and Board of Directors shall be held biennially at the same timeline with PNASC as designated by the current Executive Officers and Board of Directors in office.
- B. To be eligible to serve for an elected office, a nominee must have current membership and have expressed interest and commitment to serve the term of office.
- C. To be eligible to serve for the office of President-Elect, a nominee must have been elected and served one term (2 years) in the Executive Board immediately preceding the nomination.

- D. A nominee maybe a candidate for only one (1) office at any given time and if holding an elected office, he/she may not be a candidate for another office unless the current term expires at the time of the election.

### Section 3. TERMS OF OFFICE

- A. All elected officers and Board of Directors shall serve for two (2) consecutive years and can be re-elected to the same office for a second term except for the President and President-Elect.
- B. The President-Elect assumes the position of the President at the end of the current term.
- C. Any member filling a vacant position for more than one half of the term shall be considered to have served one term.

### Section 4. VACANCIES

- A. A vacancy that occurs in an elected office of the association due to the inability or ineligibility of the incumbent to perform duties of the office, or the incumbent's removal from the office, shall be filled in the following manner:

1. President: President-Elect shall assume office

2. President-Elect: The candidate who obtained the second highest vote in the preceding election shall be appointed to fill the vacant position with the approval of the Executive Board.

If there is no second candidate available, the President, upon the approval of the Executive Board shall appoint an individual to fill the position.

### Section 5. REMOVAL FROM OFFICE

- A. An Executive Board member may be subject to reprimand, censure, suspension, or termination from office by a two thirds (2/3) vote of the executive Board for violation of the By-laws of the Association misconduct or neglect of duty in office, absence in 50% of the regular meetings and/or any behavior injurious to the Association. NO action shall be taken against any 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 Executive Council. It is also incumbent upon the Executive Board to validate justification of reason for charges for removal from office.

- B. Voluntary separation from the Executive Board. An Executive member expresses inability to continue to serve and shall write a letter to the President.

## 6. COMPENSATION

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

## Section 7. DUTIES OF THE OFFICERS

### A. The President shall:

1. Call and preside at the regular Executive Board and general assembly meetings.
2. Prepare and distribute the agenda for all meetings 3 days prior to the scheduled meeting.
3. Review all the minutes of the meetings within 3 days before distribution to the members.
4. Represent the Association at meetings and functions of other organizations, or designate an alternate.
5. Appoint all chairpersons of standing committees subject to approval of the Executive Board.
6. Act as ex-officio member in all committees except in the Nomination and Election Committee.
7. Sign or countersign all official documents.
8. Endorse a written summary of all transactions, activities, official documents, accounts, money and other assets of the organization to the incoming Executive Board within thirty (30) days after his/her term of office.

### B. The President-Elect shall:

1. Perform the duties of the President in the absence or inability to act.
2. Perform such other duties as may be delegated by the President or the Executive Board.
3. Serve as the Chair for the Policy and Procedure Committee and Membership Committee.



C. The Secretary shall:

1. Record the proceedings of all business meetings.
2. Distribute reviewed minutes to the members of the Executive Board and pertinent data to respective committee chairperson.
3. Preserve all official reports/ documents.
4. Issue notices regarding meetings and activities.
5. Receive and send general correspondence as directed by the President.
6. Send out information to chapter members regarding projects, programs, and activities undertaken by the organization.

D. The Public Relations Officer shall:

1. Be responsible for updating new term Executive Board at he website within a month.
2. Be responsible for media releases as approved by the Executive Board
3. Assist in the collection of articles for contribution in the publication of the newsletter published semi-annually in coordination with the PNASC Editorial Staff.
4. Assist in the collection of photos and articles of all events for PNASC newsletter, journals and Inside PNAA newsletter as approved by the Executive Board in collaboration with archives chairperson.
5. Be responsible of maintaining community partners directory.
6. Be responsible for posting and updating website announcement and events of PNASC and PNAA .
7. Assist in creating event flyers.
8. Be responsible for creating videos for the purpose of PNASC required submissions.
9. Be responsible for creating PNASC AD page sponsorship.

E. The Board of Directors shall:

1. Act as chairperson of a standing committee as appointed or designated by the President.
2. Perform functions as designated by the Executive Board.

F. The Parliamentarian shall:

1. Ensure orderly conduct of official meetings.
2. Educate and advise the Presiding Officer and the Board on points of orders as governed by specific rules in the By Laws and interpretation of the Robert's Rules of Order in parliamentary procedures in all Executive Board meetings.

ARTICLE VII  
MEETINGS/QUORUM

Section 1. MEETINGS

A. Executive Board

1. Shall regularly meet every other month, or more frequent whenever necessary.
2. The date, time, place and mode (in person , audio or virtual) of all meetings shall be determined by the President.

B. General Assembly

1. Shall participate once a year with the PNASC General Assembly.
2. New term of officers shall join the PNASC induction at the General Assembly.

C. Quorum

- A. A majority fifty percent (50%) plus one (1) of the Advisory Council shall be necessary at all meetings to constitute a quorum.
- B. Proposals submitted for voting shall be determined by majority vote of members present during the meetings.

ARTICLE VIII  
STANDING COMMITTEES

Section 1. The Standing Committees of this association shall be:

- Membership, Recruitment & Retention- President-Elect
- Community Outreach – Board of Director
- Education- Board of Director
- Research -Board of Director
- Constitution & By-laws - President
- Budget & Finance – President and President-elect
- Publicity/Public Relation & Website -PRO
- PNASC NOMELEC -President Elect
- Archives -Secretary and PRO

Section 2. The President, with the approval of the Executive Board, shall appoint the Chair and Adviser of the standing committees at the beginning of each term. The committee shall consist of a Chair, and at least one (1-2) other member(s) appointed by the Chair.

Section 3. Committee responsibilities shall be as follows and include three strategic goals with target dates measurable outcomes.

A. Membership and Retention Committee

1. Schedule new members orientation every three months.
2. Assist with updating membership information. Follow-up expired and soon to expire memberships.
3. Submit updated active members Roster to Editor in chief for PNASC newsletter.
4. Meet with PNASC President, membership committee, Treasurer, Assistant Treasurer at the first month of term and every 6 months to discuss national and chapter membership goals and identify benefit needs of members.
5. Create incentive strategies for recruitment and retention of members at the first month of new term submitted to PNASC Executive Board for approval.
6. Create two to three membership drive events and budget at the first month of new term. Create incentives towards recruitment and retention with specific criteria.
7. Assist members to connect their committee interest with current Committee Chair.
8. Report membership status(total, recruits/recruiter , and expired) to the President 2 days before PNASC Executive Board meeting.

B. Community Outreach

1. Schedule member volunteer orientation every six months.
2. Schedule community collaborators greet and meet with new PNASC Community Outreach committee.

3. Provide the PRO and secretary community outreach event calendar and flyers.
4. Meet with PNASC President and Community Outreach Committee at first month of term and every 3 months to coordinate and discuss programs and services for the Community and budget.
2. Collaborate with other organizations/agencies in organizing community outreach programs scheduled event community participation.
3. Maintain an ongoing partnership with community agencies/organizations.
4. Support PNASC on community outreach events with Western Region Chapters.
5. Provide volunteers community hours service letter to students, volunteer certificates and volunteer badges approved by PNASC President and Community Outreach Chair.

#### C. Education Committee

1. Coordinate with PNASC in hosting a minimum of two educational programs annually to meet membership needs.
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2. Coordinate with PNASC in collaborating with other Professional Organization in co-sponsoring educational programs.
3. Provide educational certificate for programs attended utilizing PNASC BRN number.
4. Meet with PNASC President and Educational Committee at the first month of new term and every 3 months to discuss and plan educational conference for annual General Assembly and budget.
5. Submit articles on educational conference to PNASC editor-in-chief on due dates announced.

6. Prepare or invite members for Poster Board Abstract and presentation for Western Region Conference and PNAAC Annual National Conference.
7. Disseminate educational opportunities of PNASC and PNAAC to members.
8. Assist Community Outreach Committee with Health education programs.
9. Create educational flyers and information appropriate to national and global awareness approved by the Executive Board.

D. Research Committee

1. Write and apply for research grant proposals
2. Maintain ongoing research collaboration.
3. Attend and participate community research events.
4. Meet with PNASC Research Committee in 2 months of the new term to discuss goals, research proposal and
5. Update members on community research innovation appropriate to the current national and global awareness.

D. Constitution & By-laws Committee/Policy and Procedures

1. Initiate amendments to the By-Laws as needed.
2. Present amendments as needed to the Subchapter Executive Board for review and approval. Approved copy is submitted to PNASC Executive Board for review in alignment with the PNASC constitution and by-laws.

E. Budget and Finance Committee

1. The President will appoint a representative to the PNASC Budget and Finance committee.
2. The President will prepare an annual budget in collaboration with subchapter membership and submit to the PNASC.
3. Coordinate the completion of professional audit within thirty (30) days following the end of the calendar year.

F. Public Relations & Website

1. Explore and evaluate means of promoting the interests of this Association.
2. Submit press releases to the news media as approved by the Executive Board and presented to PNASC EB for approval

3. Coordinate/maintain/update appropriate information for the PNASC website.
  4. Coordinate with PNASC PRO for the newsletter articles submission.
  5. Update and maintain WLA site at mypnasc.org
- G. Election /NOMELEC Committee
1. President -elect will collaborate with the PNASC NOMELEC.
  2. Develop/propose revisions to the Nomination and Election Policy and Procedure and present to the Executive Board for approval.
- H. Archives Committee
1. Coordinate the collection, organization, and preservation of significant historical records and properties of PNASC-WLA, Subchapter.

## ARTICLE IX BUDGET AND FINANCE

- Section 1. PNASC shall be the financial support of the Subchapter.
- A. The Subchapter President will submit a budget to PNASC President and Treasurer.
  - B. The Subchapter President will submit quarterly income and expense report to the PNASC Treasurer

## ARTICLE X ADVISORY COUNCIL

- Section 1. The Advisory Council shall comprise of:
- A. Elected past- PNASC-WLA, Subchapter Presidents after the completion of his/her term and who have maintained a good standing and active participation.
- Section 2. Functions of the Advisory Council shall be:
- A. To serve as an adviser for specific standing committee/s as appointed by the President.

B. Participate with one (1) vote in deliberation of PNASC-WLA Subchapter related issues.

ARTICLE XI  
FISCAL YEAR

Section 1. The fiscal year of this West LA subchapter shall coincide with the calendar of PNASC, INC.

ARTICLE XII  
OFFICIAL PUBLICATION

Section 1. The official publication of the association shall be the "PNASC Newsletter"

ARTICLE XIII  
DISSOLUTION

Section 1. In the event of dissolution of this subchapter, all liabilities shall be resolved and all remaining funds shall be relinquished to PNASC Chapter.

ARTICLE XIV  
AMENDMENTS

Section 1. Amendments of these By-Laws shall be ratified at the PNASC Executive Board Meeting. The By-laws shall be amended by the affirmative vote of majority members present at the Executive Board meetings.

ARTICLE XV  
INTERPRETATION

Section 1. The Constitution and By-laws shall be constructed and interpreted liberally but objectively in order to attain the goals of the Association.

ARTICLE XVI  
NONDISCRIMINATION POLICY

Section 1. The Association shall not discriminate against any applicant or member based on race, creed, age, gender, and sexual orientation, religion, or disability.

ARTICLE XVII  
PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order, Newly Revised, shall govern this Subchapter in all cases not covered by these By-Laws.

ARTICLE XVIII

The principal location and mailing address of the association shall be the incumbent President's designated address.



Reviewed by By-Laws Committee:

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Approved final draft and ratified  
1/30/2022

Constitution and By-Laws Committee!

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