

**FELLOWS OF THE AMERICAN ASSOCIATION OF NURSE PRACTITIONERS
OPERATING GUIDELINES
2017**

I. Name

The name of this program shall be Fellows of the American Association of Nurse Practitioners and it shall be referred to as the AANP Fellows Program in these operating guidelines and other official documents.

The AANP Fellows Program shall be a program within the American Association of Nurse Practitioners (AANP), and shall report directly to the Board of Directors of the American Association of Nurse Practitioners.

II. Purpose

The purpose of the AANP Fellows Program is to support the mission of the AANP by engaging nurse practitioner leaders who make outstanding contributions to clinical practice, research, education or policy.

III. Membership

Section 1. Fellows of the American Association of Nurse Practitioners (FAANP) shall:

1. Be nurse practitioners who have been inducted as members of the AANP Fellows Program (the "Fellows Program"); and
2. Remain members in good standing with the American Association of Nurse Practitioners (AANP); and
3. Remain current in all membership dues obligations to the Fellows Program; and
4. Remain current in all membership dues obligations to AANP.
5. Meet ethical expectations set by AANP.

Section 2. Individuals who fail to remain members in good standing with AANP or who fail to remain current in their membership dues obligations to either the Fellows Program or AANP shall forfeit all rights under the Fellows Program, including status as a Fellow, and shall be precluded from:

1. Using the letters "FAANP" in connection with professional activities or credentials; and
2. Voting, holding office or serving on committees in the Fellows Program; and
3. Sponsoring applicants for membership in the Fellows Program.

Section 3. Individuals who forfeit the right to be an AANP Fellow due to failure to remain current in all membership dues obligations to the Fellows Program or AANP may be eligible for reinstatement to the Fellows Program upon payment of all outstanding dues and approval of the FAANP Executive Committee.

Section 4. There shall be an annual call for applications for selection as an AANP Fellow. The Selection Committee shall review all applicants for Fellows membership and make a final recommendation on the selection of candidates. This recommendation will be conveyed to and discussed with the Fellows Chair.

Section 5. Fellows who have fully retired will retain all membership rights.

Section 6. Emeritus Fellow: Designation of Emeritus Fellow is reserved for Fellows who have made substantial contributions to the FAANP, have been an FAANP member in good standing for at least five years, are fully retired from gainful employment by reason of age, health, or other reason satisfactory to the Executive Committee (i.e. not currently deriving income from practice of nursing/NP role, including consulting) and are designated by the Executive Committee with approval of AANP's Board of Directors. Request for Emeritus designation may be submitted by a letter or email to the FAANP office by or on behalf of the Fellow, describing how Emeritus eligibility requirements are met. Emeritus Fellow designation provides full FAANP privileges without requirement to pay annual fees to FAANP or AANP (pending AANP BOD approval). Any Emeritus Fellow whose situation changes to allow return to professional activities will be eligible to revert to regular or retired status, as appropriate.

Section 7. Honorary Fellow: The designation of Honorary Fellow will honor an extraordinary non-nurse practitioner for exceptional and sustained contributions in one or more of the following areas of importance to nurse practitioners: practice, education, policy, and research. The Honorary Fellow is entitled to: non-voting honorary associate membership in AANP; non-voting honorary membership in FAANP; ability to use the title "FAANP (H)"; no obligation to pay AANP or FAANP dues.

IV. Dues

Section 1. Membership fees to the Fellows of the American Association of Nurse Practitioners are due prior to induction and annually thereafter. Membership rights shall be forfeited when the Fellow's membership expires if fees are not paid.

Section 2. The Executive Committee shall set the amount of annual membership and induction fees.

Section 3. Full membership in the American Association of Nurse Practitioners must be maintained via payment when AANP membership is due. Annual membership for Fellows who are fully retired will be one half of the full membership dues.

Section 4. Fellows for whom the annual dues present a financial hardship may apply to the Executive Committee for a one-year forgiveness.

Section 5. Emeritus Fellow do not pay annual dues.

V. Annual Meeting

Section 1. There shall be a minimum of one meeting each year of the AANP Fellows.

VI. Executive Committee

Section 1. The Executive Committee shall consist of the Chair, Chair-Elect or Immediate Past Chair, Secretary, Treasurer and two members-at-large. The officers shall be Chair, Chair-Elect or Immediate, Secretary, and Treasurer. The Chair of the Selection Committee serves as an ex-officio member of the Executive Committee. The AANP Board Liaison serves as a non-voting member of the Executive Committee. The Chair-Elect shall accede to the office of Chair. No officer shall hold the same office for

more than two consecutive terms; no officer shall serve on the Executive Committee in any elected position for more than eight consecutive years.

Section 2. Chair (2 year term)

The Chair shall preside over meetings of the AANP Fellows and the Executive Committee, appoint individual Fellows to do special projects to further the work of the AANP Fellows, appoint ad hoc committees, be an ex-officio member of all committees and represent the AANP Fellows Program as needed. The chair shall cast a vote only in situations where there is a tie.

Section 3. Chair-Elect (1 year term)

The Chair-Elect shall assume the duties of the Chair should the Chair be absent or unable to serve and assume other duties as assigned by the Chair.

Section 4. Past Chair (1 year term)

The Immediate Past Chair shall serve for one year and assume the duties of the Chair should the Chair be absent or unable to serve

Section 5. Secretary (2 year term)

The Secretary shall keep a record of proceedings from all meetings of the FAANP and the Executive Committee. The Executive Committee shall approve all minutes.

Section 6. Treasurer (2-year term)

The treasurer shall oversee the preparation of the annual budget, present the annual budget to the Fellows membership and oversee the implementation of the annual budget.

Section 7. Members-at-large (2 year term)

There shall be two at-large members of the Executive Committee who shall represent the AANP Fellows as a whole.

Section 8. Members of the Executive Committee shall serve in good faith, shall uphold the highest professional, ethical and legal standards and shall fulfill the functions of their office.

VII. Elections

Section 1. Nomination process

Fellows in good standing may be nominated for elected positions. The call for nominations for elected positions of the Fellows shall be published at least two (2) months prior to the May elections. All nominations must be submitted by close of the call for nominations. The Nominations Committee will vet the nominees, and, upon approval, the nominees will be presented to the Executive Committee before announcement to the general membership. A Nomination Committee shall be elected by the members. The Nomination Committee shall present a written slate of candidates for all open positions to the Fellows 2 weeks prior to the elections.

Section 2. Election Process

The slate of candidates shall be announced by the Nominations Committee 2 weeks prior to the elections. Elections shall be held in May of each year. All voting members in good standing as of April 1st of the election year shall be eligible to vote. Voting shall be by electronic ballot. A plurality vote shall be sufficient for election. In the event of a tie vote, the decision shall be made by secret ballot of the Executive Committee.

Section 3. Qualifications

All nominees must meet the basic qualifications as outlined in the AANP Bylaws.

Section 4. The following officers will be elected in even numbered years:

- Secretary
- One Member-at-Large
- Two members of the Nomination Committee
- Members of the Selection Committee*

The following officers will be elected in odd numbered years:

- Treasurer
- Chair-Elect
- One Member-at-Large
- One member of the Nomination Committee
- Members of the Selection Committee*

** Members of the Selection Committee each serve a three-year term*

Section 5. Term of Office

Newly elected members of the Executive Committee shall begin their term of office on July 1st of each year.

VIII. Removal from Elected Position

Section 1. Any individual fulfilling an elected office who cannot fulfill the duties of that office can be replaced by the Chair with approval of Executive Committee.

IX. Committees

Section 1. Following are the committees of the AANP Fellows: Selection, Nomination, Past Chair Council. Other *ad hoc* committees are appointed by the Chair of the Executive Committee.

Section 2. The composition of each committee shall be as specified or, at the minimum, consist of a chair and at least two other members. Each committee shall function according to the established policies and procedures approved by the Executive Committee. No member shall serve on the same committee for more than two consecutive elected terms. Each committee shall submit an annual report to the Executive Committee.

Section 3. Selection Committee (elected 3-year term)

The Selection Committee shall be elected by the general Association Fellows membership. The committee shall consist of eleven AANP Fellows in good standing who are not members of the Executive Committee. The committee members shall select the chair of the committee for a term of two years. The chair of the Selection Committee shall become an ex-officio member of the FAANP Executive Committee. Members of the Selection Committee may not sponsor a candidate for FAANP membership while serving on the committee. In the event that more members are needed the Chair of the Executive Committee in consultation with the Selection Committee Chair and approval of the Executive Committee can appoint additional members for the selection round.

Section 4. Nomination Committee (elected 2-year term)

The Nomination Committee shall be elected by the general AANP Fellows membership. The committee shall consist of three AANP Fellows in good standing who are not members of the Executive Committee nor be a member of the nominations committee of AANP.

Section 5. Past Chair Council (unlimited term)

The Past Chair Council (PCC) is made up of all FAANP Past Chairs who remain Fellows in good standing. The Immediate Past Chair of the Executive Committee will serve as PCC Chair. The purpose of the PCC is to advise the Executive Committee on strategic issues and to take on special projects, as assigned.

X. Amendments

Section 1. Proposed amendments to these operating guidelines shall be sent by e-mail to all AANP Fellows at least 2 weeks prior to a vote. Ballots for amendment changes shall be returned by electronic ballot. An amendment shall be passed by a simple majority of those votes received.