

Summary of Proposed Changes to the Bylaws for the NCPEID
April 2024

Page 1 – Organizational Chart

- Added APENS Executive Director to the Executive Committee
- Changed Social Media Manager to Communications Manager

Page 2

- Corrected spelling, grammar and sentence structure throughout the document
- Article I section 4: Honorary membership section was removed as the benefits for honorary membership were redundant with those of retiree membership.

Page 3

- Article IV section 1
 - a. Revised that the conference could be held in Washington DC at least 1 out of every 3 years
 - a. added flexibility for the BOD to select a virtual option for the conference
 - b. added flexibility for the BOD to select a site outside of Washington DC for the annual conference.
- Article IV Section 2
 - a. cleaned up the wording to better reflect how special meetings should be handled by the EC, BOD, and membership.
- Article IV section 3.
 - a. Revised wording throughout to reflect electronic rather than email with regards to notifications, elections and voting

Page 4

- Article IV section 7
 - a. Revised the wording for the items on the meeting agenda and added approval of the agenda
- Article V section 1
 - a. added the APENS Executive Director to serve on the Executive committee as the liaison between the EC and APENS.
 - b. Changed the advocacy chair to Policy and Advocacy to reflect the correct name of the committee
 - c. Changed historian to parliamentarian to reflect the change in title of this position
 - d. Changed social media to communications manager
- Article V section 5
 - a. Added that the doctoral student representative must be a student for the full two-year term.
- Article V section 6
 - a. Added that meetings of the board could be held in various formats including virtual meetings or conference calls
 - b. Removed that information about NCPEID annual conference will be shared at SHAPE APE and SIG to allow flexibility in how and where the conference is advertised and to not limit solely to SHAPE as the organizational structure of SHAPE SIGs has changed.

Page 5

- Article VI section 1 added the APENS Executive Director to the list of Executive Committee members of NCPEID

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- Article VI role of President Elect
 - a. added sample job responsibilities for this position
- Article VI role of Vice President
 - a. revised the order of the chain of command in event of President's inability to serve their full term.
 - b. Removed content related to annual conference planning and moved it to the annual conference planning committee section on page 12
- Article VI role of the Secretary
 - a. removed mention of the secretary's role in assisting the APENS chair with operations and activities associated with APENS.

Page 7

- Moved the Description of the APENS Executive Director from the Board of Directors section to Article VI Section 3. Duties of the Executive Committee Officers.
- Revised the description of the APENS Executive Director from an elected position to an appointed position by the President and approved by the EC and BOD, with a stipulation that the APENS Executive Director would be evaluated annually and could be removed for failure to perform their job responsibilities.
- Added that APENS Executive Director will sit on the Executive Board as a non-voting member

Page 8

- Article VII:
 - a. Removed the APENS Executive Director from the heading as this position was moved to the Executive Committee section
- Article VII section 1
 - a. Added APENS Executive Director to the list of board members
 - b. Changed title of historian to parliamentarian
 - c. Changed title of advocacy chair to policy and advocacy
- Article VII role of Student representative
 - a. Added that students must be a student for the full two-year term
 - b. Removed responsibility to advertise NCPEID information at specific conferences and meetings such as SHAPE, CEC and other professional meetings.

Page 9

- Article VII
 - a. APENS Executive Director title was changed to APENS Committee Chair to reflect the responsibilities of this position
 - b. Role of the APENS Committee Chair was revised to reflect an appointment by the President with approval of the EC and BOD, foundational skills required of the APENS Committee Chair in tests and measurement and test validation, annual evaluation, and removed if they are not fulfilling their responsibilities.

Page 10

- Article VII
 - a. Title for the Advocacy chair was revised to reflect Policy and Advocacy

- b. The acronym PAC was added to refer to the Policy and Advocacy committee
- c. The name of the position of Historian was changed to Parliamentarian
- d. The responsibilities of the Research chair was added
- e. Membership on this committee was added.

Page 11

- Article VII
 - a. Title of Social Media Manager was changed to Communications Manager
 - b. Additional responsibilities of the communication manager to assist with dissemination of email and the newsletter was added.
- Article VIII
 - a. A new section 5 was added titled Committee Chairs to reflect that a member shall hold a committee chair position for one committee at a time unless granted special approval by the Executive Committee.
- APENS Committee
 - a. Added that committee members could be reappointed for a second four-year term

Page 12

- Awards Committee
 - a. deadline dates were added to clarify the timing for award nominations and recipient notification to allow people to plan further ahead to attend the conference.
- Policy and advocacy committee
 - a. added clarification on the composition of the committee
 - b. added that the chair will contribute content for the NCPEID newsletter
- Membership committee
 - a. Added that at least one member must be a practitioner who is a member of NCPEID
- Nominations and Elections
 - a. revised the dates for nominations and elections to allow newly elected members more time to plan to attend the conference.
 - b. Removed specific dates to avoid conflicts with weekends and holidays and give more flexibility to the committee to conduct the business of NCPEID

Page 13

- Annual Conference planning committee
 - a. content was moved from the Vice president's role to this section to better reflect the role of the committee in the planning of the annual conference.
 - b. Added the inclusion of a practitioner on this committee
- Website Committee
 - a. Changed the constitution of the committee to remove the student representative and awards chair and added the APENS Executive director.
- Research Committee
 - a. this section is new and describes the role of the research committee, its chair and its members.