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2
3 **BYLAWS**
4 **OF THE**
5 **NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS**

6 **ARTICLE I. NAME**
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8 This organization shall be known as the North Carolina Association of Nurse Anesthetists
9 (NCANA). It is a part of the American Association of Nurse Anesthetists (AANA), and bound by
10 the governing documents, code of ethics, regulations, and requirements of AANA.
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13 **ARTICLE II. OBJECT**
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15 It shall be the object of this association to promote the best interests of its members, cooperate
16 with the American Association of Nurse Anesthetists, facilitate cooperation between nurse
17 anesthetists and the medical profession, hospitals and other agencies interested in anesthesia,
18 and in general to advance the science and art of anesthesia.
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21 **ARTICLE III. MEMBERS**
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23 **Section 1. Classes of Membership.**

24 There shall be the following classes of membership: (1) active (certified and recertified); (2)
25 inactive; and (3) student associate.
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27 **Section 2. Application for Membership.**

28 Application for membership shall be made through the AANA, and dues shall be paid as
29 stipulated by AANA.
30

31 **Section 3. Active Membership.**

32 A. Active membership shall be limited to those individuals who are able to provide evidence of
33 the following, as applicable:

- 34 1. Graduation from an approved school of nursing (as determined by the jurisdiction in
35 which the applicant practices).
- 36 2. If practicing anesthesia, possession of a current license as a registered professional
37 nurse as determined by the jurisdiction in which the individual practices or by the
38 federal authorities if so employed.
- 39 3. Graduation from an accredited program in nurse anesthesia in compliance with
40 standards set at the time of graduation by the Council on Accreditation of Nurse
41 Anesthesia Educational Programs or its predecessor.
- 42 4. Successful completion of the certification examination administered by the Council on
43 Certification of Nurse Anesthetists or its predecessor.
- 44 5. Compliance with the bylaws, guidelines and standards established by AANA.
- 45 6. Is a citizen, resident of, or individual employed in the United States.

- 46 B. There shall be the following categories of active membership, who shall have the right to
47 vote, hold office, serve on committees, and all other customary privileges of membership.
48 1. Active certified—Individuals who have been granted initial certification by the Council
49 on Certification of Nurse Anesthetists. Once certified, membership is automatic for the
50 remainder of said fiscal year and then only until the individual is eligible for membership
51 as an active recertified member.
52 2. Active recertified—Individuals who are currently recertified by the Council on
53 Recertification of Nurse Anesthetists.

54

55 Section 4. Inactive Membership.

56 An inactive member is a former active member who is not engaged in the practice of anesthesia
57 and submits the proper application to the board of directors annually. Inactive members may
58 attend meetings, but may not vote or hold office in NCANA. Inactive members may request
59 transference to active membership upon meeting the requirements for said membership and
60 the payment of required dues.

61

62 Section 5. Student Associate Membership.

63 A. Students enrolled in accredited programs of nurse anesthesia shall be eligible for student
64 associate membership, which shall not be continued beyond the reporting of the results of
65 the first certification examination for which the student would be found eligible. Such
66 membership shall be automatic upon submitting a completed application and payment of
67 dues, and shall not require action of the board of directors.

68

69 B. Student Associate membership shall provide: (a) subscriptions to the association's
70 publications, (b) a card designating student associate membership, (c) the privilege of
71 attending meetings as a nonvoting participant, (d) the privilege of being elected by the
72 student body present at the annual meeting to serve on the education committee, and (e)
73 the privilege of being appointed by the president to serve on a committee, subject to the
74 approval of the board of directors.

75

76 Section 6. Honors

77 A. Honorary membership may be conferred on a member by the voting body upon
78 recommendation of the board of directors. Honorary members shall be exempt from paying
79 dues.

80 B. Other honors may be given to members upon the recommendation of the board of
81 directors and with a majority vote of the members at the annual meeting by presentation of
82 awards or other honors without conferring honorary membership.

83

84 Section 7. Expulsion

85 A. A member whose conduct is found by the board of directors to be appear to be in willful
86 violation of the bylaws of this association, or prejudicial to the interest of this association,
87 may be suspended or expelled by a two-thirds vote of the entire board of directors,
88 provided the following criteria are met:

- 89 1. A written copy of the charges must be served upon the member and an opportunity
90 given that member to be heard before the NCANA board of directors.
91 2. If, after the hearing, the board recommends suspension or expulsion from NCANA, a
92 recommendation for suspension or expulsion shall also be made to the AANA.
93 3. The board of directors may reinstate an expelled member, or lift an ongoing suspension,
94 by a vote of two-thirds of the entire board of directors.
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97 **ARTICLE IV. OFFICERS**
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99 **Section 1. Officers**

100 The officers of this association shall be the president, president-elect, vice president, secretary,
101 and treasurer. No member shall be eligible for the office of president-elect who has not served
102 on the board of directors of this association for at least one year within the previous five years.
103 No officer or member of the board of directors of the AANA may hold office in this association.
104 In the event that an officer or member of the board of directors of NCANA accepts an office in
105 the national association, office in the North Carolina Association of Nurse Anesthetists is
106 automatically forfeited.
107

108 **Section 2. Nominations**

- 109 A. The nominating committee shall be composed of five members, one from each of the four
110 districts, elected by the membership on the official ballot, and one shall be appointed by
111 the board of directors. The board appointed member shall be a former officer of the
112 NCANA. This committee shall elect its own chairman, and shall prepare a ballot for board
113 review no later than April 30th. The ballot shall be reviewed by the board of directors prior
114 to submission to the members.
115
116 B. Only active members shall be eligible for nominations. Additional names may be written in
117 on a ballot provided written consent of the candidate has been filed with the nominating
118 committee chair.
119
120 C. The method of conducting the ballot shall be determined by the board of directors. If
121 electronic balloting is used, paper ballots shall be made available on request.
122
123 D. The nominating committee shall notify all active members of the distribution method of the
124 ballots not less than six weeks prior to the annual meeting. Ballots shall be distributed to
125 each active member not less than four weeks prior to the annual meeting, and shall be
126 returned not later than one week prior to the annual meeting.
127
128 E. The tellers shall be active members and appointed by the president and shall be responsible
129 for election procedures, including counting the ballots, and making an official report to the
130 members.
131

132 F. A plurality vote shall elect. In the event of a tie vote by mailed or electronic ballot, the tie
133 shall be broken by lot at the annual business meeting.

134

135 Section 3. Duties of Officers

136 A. The president shall:

- 137 1. Preside at meetings of this association and of the board of directors;
- 138 2. Be a member ex-officio of all committees, except the nominating committee and ethics
139 committee;
- 140 3. Prepare and read at each annual meeting of the North Carolina Association of Nurse
141 Anesthetists a report of the work of the year.
- 142 4. Represent NCANA at AANA meetings;
- 143 5. Keep the members of the board of directors informed of association affairs.

144

145 B. The president-elect shall be installed at the annual business meeting for a term of one year
146 or until a successor is elected and will succeed to the office of president following this term.
147 The president-elect shall also:

- 148 1. Assume the duties of the president in the event the latter vacates the office, when so
149 acting shall have the powers of and be subject to all restrictions upon the president.
- 150 2. Succeed to the office of the president at the close of the annual business meeting
151 following his/her election or in the event of the vacation of the office of president. In
152 the event the president-elect succeeds to the office of president by reason other than
153 natural succession, by expiration of the current president's term of office, the president-
154 elect shall serve for the remaining term of the replaced president and in addition shall
155 serve the one-year term of office as president to which he/she would have succeeded if
156 the current president had fulfilled his/her term of office.

157

158 C. The vice-president shall be installed at the annual business meeting for a term of one year
159 or until a successor is elected but shall not serve more than two consecutive terms. The vice
160 president shall also assume the duties of president-elect for the remainder of the term, in
161 the event the president-elect vacates the office. In the event the president and president-
162 elect vacate office, the vice president shall perform the duties of the president for the
163 remainder of the term.

164

165 D. The secretary shall be installed at the annual business meeting for a term of one year or
166 until a successor is elected and shall not serve more than two consecutive terms. The
167 secretary shall also:

- 168 1. Be responsible for the corporate records of the association;
- 169 2. Give a written report at the NCANA annual meeting.

170

171 E. The treasurer shall be installed at the annual business meeting for a term of two years or
172 until a successor is elected but shall not serve more than two consecutive terms. The
173 treasurer shall also:

- 174 1. Be responsible for the financial affairs of the association;
- 175 2. Consult with executive director and board of directors concerning investment of funds.

176 3. Give a written report at the annual meeting and upon request to the board of directors.
177

178 Section 4. Transition

179 Each officer shall deliver any association property and records to a successor or to the president
180 within one (1) month after the annual meeting.
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ARTICLE IV. MEETINGS

185 Section 1. Meetings.

186 A. The annual business meeting shall be held in the fall. Dates of meetings shall be determined
187 by the board of directors.

188 B. Special meetings may be held upon request of the board of directors or upon a written
189 request of thirty active members of this association.

190 C. Thirty active members shall constitute a quorum at the annual meeting or a special
191 meeting.
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ARTICLE V. BOARD OF DIRECTORS

196 Section 1. Composition

197 The board of directors shall be composed of ten active and associate members, including the
198 president, president-elect, vice-president, secretary, treasurer, four district directors, and two
199 non-voting student representatives appointed by the board on a rotating basis.
200

201

202 Section 2. Term of Office

203 The term of office for those elected shall commence at the close of the annual meeting at
204 which the election results are presented. The directors shall be installed at the annual business
205 meeting for a term of two years or until a successor is elected and assumes office. One director
206 shall be installed from each of the districts for a term of two years or until a successor is elected
207 and assumes office. Directors from the even numbered districts shall be installed in the even
208 numbered years and directors from the odd numbered districts shall be installed in the odd
209 numbered years. The method of election shall be the same as the election of officers.

210

211 Section 3. Meetings

212 The board of directors shall meet in conjunction with the annual meeting of this association.
213 Other regular or special meetings of the board of directors may be called by the president or
214 upon written request of four members of the board. The board may meet by telephone
215 conference call or other form of electronic communication by which all members can hear and
216 speak to one another in simultaneous communication.

217

218 Section 5. Quorum and Notice

Five members of the board of directors shall constitute a quorum at any meeting of the board.

219 Ten days notice shall be given for in-person meetings and three days notice shall be given for
220 conference call meetings. Notice may be waived before, during or after the meeting, and such
221 waiver shall be filed with the minutes of said meeting.

222

223 Section 6. Duties

224 The board of directors shall conduct the general business of this association, including funding
225 decisions.

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227 Section 7. Vacancies.

228 Any vacancy that occurs on the board of directors with the exception of the president and the
229 president-elect shall be filled by the board, and the member so selected shall serve for the
230 remainder of the term.

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ARTICLE VII – DISTRICTS

235 Section 1. Membership

236 Districts shall be designated by the board of directors. Districts shall function according to rules
237 approved by the board of directors.

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239 Section 2. Meetings

240 Districts must have at least one meeting per fiscal year which will provide at least one C.E.
241 credit. The district directors shall serve as chairman of the district they represent.

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ARTICLE VIII – MANAGEMENT

246 Section 1. Association Office

247 The fiscal year of this association shall be set by the board of directors. Permanent records for
248 storage shall be kept at the NCANA central office.

249

250 Section 2. Strategic Reserve Fund (SRF)

251 A. Purpose – The purpose of the SRF shall be to provide liquid capital to defray unbudgeted
252 expenses associated with efforts to fashion and sustain favorable legal, regulatory and
253 legislative environments for nurse anesthetists practice throughout North Carolina.

254

255 B. Creation – The SRF shall be created from funds donated on a voluntary basis by the
256 association's members or other benefactors. Up to ten percent of the NCANA operating
257 budget will be placed into the fund annually until the fund reaches 50% of the annual
258 operating budget. The board of directors shall, at its post-convention board meeting,
259 determine the need for an assessment and the amount to be assessed, in accordance with
260 the following criteria:

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1. The given year's budgeted legal funds have been exhausted.
2. Budgeted contingency funds have been exhausted.
3. Expenses have exceeded 10% of the current year's operating budget.

- 264
265 C. Access – The decision to access the fund shall be made a majority vote of a quorum of the
266 following assembly:
267 1. The current NCANA board of directors;
268 2. One member at large from each district appointed by the board; and
269 3. The immediate past president of the NCANA.
270
271 D. Reports – A verbal report regarding the status of the SRF will be provided to the members
272 at the NCANA annual business meeting.
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ARTICLE IX – COMMITTEES

Section 1. Standing Committees.

275 There shall be the following standing committees: bylaws, education & research, ethics,
276 finance, government relations, program, publications, and public relations.
277

Section 2. Appointment.

278 The president, subject to the approval of the board of directors, shall appoint all standing
279 committees. Each committee member must be an active practicing member of NCANA.
280

Section 3. Term of Office

281 Members appointed to standing committees shall serve for one year or until their successors
282 are appointed.
283

Section 4. Duties

284 A. The chairman of each committee shall be responsible to the board of directors and shall:
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- 286 1. Prepare an annual report and upon request report to the board of directors;
- 287 2. Be responsible for carrying out the duties as assigned;
- 288 3. Turn over all records and correspondence to the new chairperson within thirty days
289 after completion of committee year; and
- 290 4. Confer promptly with members of the committee as to the work assigned.

291 B. Specific Duties –

- 292 1. Bylaws Committee - This committee shall receive proposed amendments and present
293 them to the board of directors and to the members for consideration.
- 294 2. Education Committee - This committee shall assist in the development of educational
295 standards of this association and that of the American Association of Nurse
296 Anesthetists.
- 297 3. Ethics Committee – The ethics committee shall receive, review, and respond to written
298 complaints and concerns regarding a member whose conduct is deemed injurious to the
299 organization. The committee shall consist of a chair and two additional members
300 appointed by the board of directors. The ethics committee shall report its findings to the
301 board of directors within thirty days of initial complaint for final board action.
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- 308 4. Finance Committee – This committee shall be composed of at least four members, the
309 treasurer, president-elect, and two other active members. It shall be responsible for
310 planning a budget and investigating the expenses and investments of this association.
311 5. Government Relations Committee – This committee shall consist of the active members
312 appointed by the president. This committee shall work with and under the direction of
313 the board of directors regarding legislation on health care issues.
314 6. Program Committee – This committee shall prepare the program for the annual
315 meeting.
316 7. Publications Committee – This committee shall have charge of the official bulletin of this
317 association, the ANETIC, and the official web-site of the association, www.ncana.com.
318 The purpose of the ANETIC shall be to keep members informed of the activities of the
319 association. The chair of the publications committee shall serve as editor.
320 8. Public Relations Committee – This committee shall conduct the public relations of this
321 association.

322

323 Section 5. Vacancies

324 In the event of vacancies occurring in committees, the president, subject to the approval of the
325 board of directors, shall appoint members to fill such vacancies. In the event that a member of
326 a committee fails to carry out the assignment, the president may select replacement.

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ARTICLE X: PARLIAMENTARY AUTHORITY

331 The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall govern
332 this association in all cases to which they are applicable and in which they are not inconsistent
333 with these bylaws and any special rules this association may adopt.

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ARTICLE XI: AMENDMENTS

338 These bylaws may be amended at the annual business meeting of this association by a two-
339 thirds vote of those present and voting. The exact text of the proposed amendments shall be
340 posted on the association web site at least thirty days prior to the date of the meeting.

341 Notification of the posting shall be sent by US mail to all active members, and paper copies of
342 the proposed amendments shall be available on request.