

1
2 **BYLAWS OF THE**
3 **NORTH CAROLINA ASSOCIATION OF NURSE ANESTHETISTS (NCANA)**

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5 **ARTICLE I. NAME**
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7 This organization shall be known as the North Carolina Association of Nurse
8 Anesthetizes (NCANA). It is part of the American Association of Nurse Anesthetist
9 (AANA), and bound by the governing documents, code of ethics, regulations and
10 requirements of the 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,
16 cooperate with the American Association of Nurse Anesthetist, facilitate cooperation
17 between nurse anesthetists and the medical profession, hospitals and other agencies in
18 anesthesia 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);
25 (2) 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 the AANA.
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31 **Section 3. Active Membership.**

32 Active membership shall be limited to those individuals who are able to provide
33 evidence of the following:

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

45 6. All active members must be currently either certified or recertified as a CRNA
46 by the entity authorized to do so by the AANA.

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48 Section 4. Inactive Membership.

49 An inactive member is a former active member who is not engaged in the practice of
50 anesthesia and submits the proper application to the board of directors annually.

51 Inactive members may attend meeting, but may not vote or hold office in NCANA.

52 Inactive members may request transference to active membership upon meeting the
53 requirements for said membership and the payment of required dues.

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55 Section 5. Student Associate Membership.

56 A. Student enrolled in accredited programs of nurse anesthesia shall be eligible
57 for student associate membership, which shall not be continued beyond
58 three months post completion of the student's enrolled program.

59 B. Student associate membership shall provide all the privileges of active
60 membership with the exception of (a) voting, and (b) holding elected office
61 other than those designated as "student".

62

63 Section 6. Honorary Membership.

64 Honorary membership may be conferred on an individual by the voting body upon
65 recommendation of the board of director. Honorary members shall be exempt from
66 paying dues.

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68 Section 7. Membership Expulsion.

69 A member whose conduct is found by the board of directors to appear to be in willful
70 violation of the bylaws of this association, or prejudicial to the interest of this
71 association, may be suspended or expelled by a two-thirds vote of the voting board of
72 directors, provided the following criteria are met:

73 1. A written copy of the charges is served upon the member and an opportunity
74 given that member to be heard before the full NCANA board of directors.

75 2. If, after the hearing, the board recommends suspension or expulsion from
76 the NCANA, a recommendation for similar action shall be made to the AANA.

77 3. The board of directors may reinstate an expelled member, or lift an ongoing
78 suspension, by a vote of two-thirds of the voting board of directors.

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ARTICLE IV. OFFICERS

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83 Section 1. Officers.

84 The officers of this association shall be the president, president-elect, vice-president,
85 secretary, and treasurer. The five aforementioned officers shall makeup the executive
86 committee

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89 Section 2. Officer Eligibility.

- 90 A. No member shall be eligible for the office of the president who has not served
91 on the board of directors of this association for at least one year within the
92 previous seven years.
- 93 B. No officer or member of the board of directors of the AANA may hold office in
94 this association. In the event that an officer or member of the board of the
95 NCANA accepts an office in the national association, office in the North Carolina
96 Association of Nurse Anesthetists is automatically forfeited.
- 97 C. Only active members of the NCANA are eligible to run and hold office in the
98 NCANA with the exception of designated student office.
- 99

100 Section 3. Nomination.

- 101 A. The nominating committee shall be composed of five members, one from each
102 of the four districts, elected by the membership on the official ballot, and one
103 shall be appointed by the board of directors. This committee shall elect its own
104 chairperson, and shall prepare a ballot. The ballot shall be reviewed by the board
105 prior to submission to the members.
- 106 B. Additional names may be written in on a ballot provided written consent of the
107 candidate has been filed with the nominating committee chair.
- 108 C. The method of conducting the ballot shall be determined by the board of
109 directors. If electronic ballot is used, paper ballots shall be made available on
110 request.
- 111 D. The nominating committee shall notify all active members of the distribution
112 method of the ballots not less than six weeks prior to the annual meeting. Ballots
113 shall be distributed to each active member not less than four weeks prior to the
114 annual meeting, and shall be returned not later than one week prior to the
115 annual meeting.
- 116 E. The tellers shall be active members and be appointed by the president. The
117 tellers shall be responsible for election procedures, including counting the
118 ballots, and making an official report to the members.
- 119 F. A plurality vote shall be the method of election. In the event of a tie by mail or
120 electronic ballot, the tie shall be broken by a simple plurality vote at the annual
121 business meeting.
- 122

123 Section 4. Duties of the Officers.

- 124 A. The president shall be installed at the annual business meeting and shall
125 serve for a term of one year or until a successor is elected.
- 126 The president shall:
- 127 1. Preside at meetings of the association and of the board of directors;
128 2. Be a member ex-officio of all committees, except the nominating
129 committee and the ethics committee;
130 3. Prepare and read at each annual meeting of the North Carolina
131 Association of Nurse Anesthetist a report of the work of the year;
132 4. Represent NCANA at AANA meeting;

- 133 5. Keep the members of the board of directors informed of association
134 affairs;
135
- 136 B. The president-elect shall be installed at the annual business meeting and
137 shall serve for a term of one year or until a successor is elected and will
138 succeed to the office of president following this term.
139 The president-elect shall:
140 1. Assume the duties of the president in the event the latter vacates the
141 office, when so acting shall have the powers of and be subject to all
142 restrictions upon the president.
143 2. Succeed to the office of president at the close of the annual business
144 meeting following his/her election or in the event of the vacation of the
145 office of the president. In the event the president-elect succeeds to the
146 office of president by reason other than natural succession, by expiration
147 of the current president's term of office, the president-elect shall serve
148 for the remaining term of the replaced president and in addition shall
149 serve the one-year term of office as president to which he/she would
150 have succeeded if the current president had fulfilled his/her term of
151 office.
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- 153 C. The vice president shall be installed at the annual business meeting and shall
154 serve for a term of one year or until a successor is elected but shall not serve
155 more than two consecutive terms.
156 The vice president shall:
157 1. The vice president shall assume the duties of the president-elect for the
158 remainder of the term, in the event the president-elect vacates the
159 office. In the event the president and the president-elect vacate office
160 the vice-president shall perform the duties of the president for the
161 remainder of the term.
162
- 163 D. The secretary shall be installed at the annual business meeting and shall
164 serve for a term of one year or until a successor is elected but shall not serve
165 more than two consecutive terms.
166 The secretary shall:
167 1. Be responsible for the corporate records of the association;
168 2. Give a written report at the NCANA annual meeting.
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- 170 E. The treasurer shall be installed at the annual business meeting and shall
171 serve for a term of two year or until a successor is elected but shall not serve
172 more than two consecutive terms.
173 The treasurer shall:
174 1. Be responsible for the financial affairs of the association;
175 2. Consult with executive director and board of directors concerning
176 investment of funds;

- 177 3. Give a written report that includes the status of the SRF at the annual
178 meeting and upon request to the board of directors.

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180 Section 5. Transition.

181 Each officer shall deliver any association property and records to a successor or to the
182 president within one week after the annual meeting or upon the demand of the
183 president.

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186 **ARTICLE V. MEETINGS**

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188 Section 1. Meetings.

- 189 A. The annual business meeting shall be held in the fall. Dates of meetings shall
190 be determined by the board of directors.
191 B. Special meetings may be held upon request of the board of directors or upon
192 a written request of thirty active members of this association.
193 C. Thirty active members shall constitute a quorum at the annual meeting or a
194 special meeting.

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197 **ARTICLE VI. BOARD OF DIRECTORS**

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199 Section 1. Composition.

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

204
205 Section 2. Term of Office.

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

214
215 Section 3. Meetings.

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

221 Section 4. Quorum and Notice.
222 Five members of the board of directors shall constitute a quorum at any meeting of the
223 board. Ten days' notice shall be given for in-person meetings and three day notice shall
224 be given for conference call meetings. Notice may be waived before, during or after the
225 meeting, and such waiver shall be filed with the minutes of said meeting.

226
227 Section 5. Duties.
228 The board shall conduct the general business of the association, including funding
229 decisions.

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231 Section 6. Vacancies.
232 Any vacancy that occurs on the board of directors with the exception of the president
233 and the president-elect shall be filled by the board, and the member so selected shall
234 serve for the remainder of the term.

235 236 237 **ARTICLE VII. DISTRICTS**

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239 Section 1. Membership.
240 Districts shall be designated by the board of directors. Districts shall function according
241 to rules approved by the board of directors.

242
243 Section 2. Meetings.
244 Districts must have at least one meeting per year which provides at least one C.E. credit.
245 The district directors shall serve as chairperson of the district they represent.

246 247 248 **ARTICLE VIII. MANAGEMENT**

249
250 Section 1. Association Office.
251 The fiscal year of this association shall be set by the board of directors. Permanent
252 records for storage shall be kept at the NCANA central office.

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254 Section 2. Strategic Reserve Fund (SRF).
255 A. Purpose – The purpose of the SRF shall be to provide liquid capital to defray
256 unbudgeted expenses associated with efforts to fashion and sustain favorable
257 legal, regulatory and legislative environments for nurse anesthetists throughout
258 North Carolina
259 B. Creation – The SRF shall be created from funds donated on a voluntary basis by
260 the association's members or other benefactors. Up to ten percent of the
261 NCANA operating budget will be placed into the fund annually until the fund
262 reaches 50% of the annual operating budget. The board of directors shall, at its
263 post-convention board meeting, determine the need for an assessment and the
264 amount to be assessed, in accordance with the following:

- 265 1. The given year's budgeted legal funds have been exhausted.
266 2. Budgeted contingency funds have been exhausted.
267 3. Expenses have exceeded 10% of the current year's operating budget.
268 C. Access – The decision to access the fund shall be made by a majority vote of a
269 quorum of the following assembly:
270 1. The current NCANA board of directors;
271 2. One member at large from each district appointed by the board;
272 3. The immediate past president of the NCANA.
273 D. Reports – A verbal report regarding the status of the SRF will be provided to the
274 members at the NCANA annual meeting by the treasurer.
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277 **ARTICLE IX. COMMITTEES**

278 279 **Section 1. Standing Committees.**

280 There shall be the following standing committees: bylaws, education & research, ethics,
281 Finance, government relations program publications, public relations and other such
282 standing committees as directed by the board.
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284 **Section 2. Appointments.**

285 The president, subject to the approval of the board of directors, shall appoint all
286 standing committees. Each committee member must be an active practicing member of
287 NCANA.
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289 **Section 3. Term of Office**

290 Members appointed to standing committees shall serve for one year or until their
291 successors are appointed.
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293 **Section 4. Duties**

- 294 A. The chairman of each committee shall be responsible to the board of directors
295 and shall:
296 1. Prepare an annual report and upon request report to the board of directors;
297 2. Be responsible for carrying out the duties as assigned;
298 3. Turn over all records and correspondence to the new chairperson within
299 thirty day after completion of committee year; and
300 4. Confer prompt with members of the committee as to the work assigned.
301
302 B. Specific Duties –
303 1. Bylaws Committee – This committee shall receive proposed amendments
304 and present them to the board of directors and to the members for
305 consideration.
306 2. Education Committee – This committee shall assist in the development of
307 educational standards of the association and that of the American
308 Association of Nurse Anesthetists.

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3. Ethics Committee – The ethics committee shall receive, review, and respond to written complaints and concerns regarding a member whose conduct is deemed injurious to the organization. The committee shall consist of a chair and two additional members appointed by the board of directors. The ethics committee shall report its findings to the board of directors within thirty days of initial complaint for final board action.
 4. Finance Committee – This committee shall be composed of at least four members, the treasurer, president-elect, and two other members. It shall be responsible for planning a budget and investigation the expenses and investments of the association.
 5. Government Relation Committee – This committee shall consist of the active members appointed by the president. This committee shall work with and under the direction of the board of directors regarding legislation on health care issues.
 6. Program Committee – this committee shall prepare the program for the annual meeting.
 7. Publication Committee – This committee shall have charge of the official bulletin of this association, the SNETIC, and the official web-site of the association, www.ncana.com. The purpose of the ANETIC shall be to keep members informed of the activities of the association. The chair of the publications committee shall serve as editor.
 8. Public Relations Committee – This committee shall conduct the public relations of this association.

333 Section 5. Vacancies

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

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340 **ARTICLE X. PARLIAMENTARY AUTHORITY**

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

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347 **ARTICLE XI. AMENDMENTS**

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349 These bylaws may be amended at the annual business meeting of the association by a
350 two third vote of those present and voting. The exact text of the proposed amendment
351 shall be posted on the association web site at least thirty days prior to the date of the
352 meeting. Notification of the posting shall be made at the time of the posting via e-mail

353 to all active members, and paper copies of the proposed amendments shall be available
354 on request.

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357 The above document is the result of revisions put forward at the annual meeting of the
358 North Carolina Association of Nurse Anesthetist held on 11/5/2016, confirmed and
359 accepted by vote of the membership.

360

361 Compiled by:

362 Robert W. Matthews, CRNA PhD.

363 Chair, Bylaws Committee 2014-2017