

Vermont Association of Nurse Anesthetists Bylaws 2008

ARTICLE 1

NAME

This Organization shall be known as

The Vermont Association of Nurse Anesthetists

VANA

ARTICLE II

PURPOSE

The purpose of the VANA shall be to promote the best interests of its members, cooperate with the American Association of Nurse Anesthetists (AANA), facilitate cooperation between Certified Registered Nurse Anesthetists (CRNAs), and the medical profession, hospitals and other agencies interested in anesthesia, and in general to advance the science and art of anesthesia.

ARTICLE III

MEMBERSHIP

Section 1

Qualifications

Membership in the VANA and procedures with respect to admission in the membership, qualifications thereof, and the exercise of the privileges thereof shall be such as are stipulated in the Bylaws of the AANA.

Section 2

Conduct of Members

If the conduct of any member shall appear to be in willful violation of the Bylaws of the VANA r prejudicial to the interests of the VANA the Board of Trustees may, by vote of Two-thirds (2/3) of the entire board, suspend or expel such member. Before action is taken, a written copy of the charges must be presented to the Board of Trustees of the AANA for consideration and counsel. If after consultation with the AANA Board of Trustees, the VANA Board of Trustees still elects to prefer charges, a written copy of the Charges must be served upon the member and an opportunity given that member to be

heard before the Board of Trustees. A recommendation for the suspension or expulsion of a member shall also be made to the Board of Trustees of the AANA. A motion to reconsider the suspension or expulsion of a member from the VANA may be made at a meeting of the Board of Trustees.

ARTICLE IV

GOVERNMENT

Section 1

Officers

Governing Body

The Governance of the VANA shall be vested in a Board of Trustees, consisting of the President, President Elect, Secretary-Treasurer, and one Trustee.

Term of Office

“The regular term of office shall begin at the annual AANA meeting occurring in August of even years.”

The president, President-Elect, Secretary-Treasurer and the Trustee shall be elected at the annual spring meeting in the even years for a two year term. All offices shall be eligible for one immediate reelection but shall not serve for more than two consecutive terms.

Eligibility of Office

“No member shall be eligible for the office of the President who has not served on the Board of Trustees of the VANA or another AANA member state association for at least one year.”

No officer or member of the Board of Trustees of the AANA may hold office in the VANA. In the event that an officer of the VANA Board of Trustees accepts an office in the AANA, the officer term in the VANA will automatically expire.

Duties of the Officers

The President

Preside over all meetings of the VANA and the Board of Trustees.

Appoint members to all the standing committees, except the Nominating Committee and other special committees, subject to approval by the Board of Trustees.

Be a member ex-officio to all the committees, except the Nominating Committee.

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Prepare and report on the years activities at the annual Spring VANA meeting.

Approve expenses over two hundred fifty dollars (\$250.00) before payment is made by the Treasurer.

Represent the VANA at all the AANA Fall Assembly of States, the Mid-Year Assembly, the annual AANA meeting, the spring and fall NEANA meetings. In the event that he or she is unable to attend the President shall appoint a representative to attend.

Appoint tellers and registrars prior to voting, if needed.

Keep the President-Elect informed of VANA affairs.

Become a member of the Vermont State Nurses Association, dues will be paid by the VANA as stipulated in Article VII, Section 4. Attend VSNA meetings, when feasible, maintain communication with other state nurse organizations and develop and maintain relationships with other health care provider groups.

The President-Elect

Assume the duties of the President in the event of the President's absence or inability to serve.

Be responsible for the annual preparation and maintenance of the VANA Archives.

Be responsible for the VANA records.

Use the office as a learning platform, since it is highly encouraged that an individual expecting to take over the office of President be elected.

The Secretary-Treasurer

Ensure the recording of all meetings of the VANA and the Board of Trustees.

Notify officers and the members of the Nominating Committee of their election and the members of the standing committee appointments.

Notify members of meetings.

Notify members on the Board of Trustees of Board meetings

Immediately following the annual Spring meeting and any changes throughout the year, need to send the Executive Director, Region I Director, Membership Director and the State Government Affairs Director of the AANA, the names, addresses, phone/fax/e-mail numbers including both work/home and the date and length of each term of all the VANA officers and the Government Relations Committee (GRC) Chair.

Send copies of important correspondence, documents and information regarding VANA business to the President.

Keep an alphabetical list of members and their addresses.

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Each year send a list of officers to the Secretary of the New England Assembly of Nurse Anesthetists (NEANA). Send dues to NEANA as stipulated in Article VIII, Section 2.

Send a copy of the VANA Bylaws to each new member with a letter of welcome, latest newsletter and information regarding the next meeting, if available. Send a copy of the revised VANA Bylaws to all members.

Receive monies from the AANA/VANA, pay expenses and disburse the funds as directed by the Board of Trustees.

Present a proposed budget to the Board of Trustees prior to the annual VANA Spring meeting.

Give a written report at the annual spring meeting and/or upon the request of the Board of Trustees.

Send copies of newsletters and other membership mailings to the States Regional Director and the AANA.

Send to the AANA amended Bylaws when necessary.

The Trustee

Represent the VANA whenever possible at the national, state and local levels.

Ensure that the VANA continues to carry out its purpose.

Additional Duties of the Officers

In addition to the foregoing specific duties, the officers shall be such as their titles, by general usage would indicate and as may be assigned to them by the Board of Trustees.

Have an Officer, Board Member, GRC member or other informed state association member attend one or more meetings of the board of nursing annually.

VANA Property

Each officer shall deliver any VANA property and records to their respective successor or to the President within one month after the annual Spring VANA meetings.

Section 2

BOARD OF TRUSTEES

Government

The governance of the VANA Board of Trustees shall be vested in four (4) elected officers, consisting of the President, President-Elect, Secretary-Treasurer, and one (1) Trustee.

Meetings

The Board of Trustees shall meet immediately preceding and following the annual Spring meeting of the VANA if deemed necessary to manage specific questions or problems.

Meeting of the Board of Trustees may be called by the President at such times as business of the VANA may require or upon written request for a quorum of the Board of Trustees filed with an officer of the VANA.

A majority of the Board of Trustees shall constitute a quorum at any meeting of the Board.

Duties

Control and management of funds and property of the VANA.

Placement, selection, and management of deposited funds.

Provide for a review by a Certified Public Accountant the Treasurers books prior to the annual spring meeting or an audit at such times as the Board of Trustees may deem necessary.

Establish and present a proposed budget for the following year at the annual spring meeting.

Conduct the general business of the VANA.

Vacancies

Of the Board of Trustees, except for the office of the President, the member so elected shall serve until the next annual spring meeting, if feasible. In the event that it is not feasible to serve until the next spring meeting, the Board of Trustees shall elect a member to fill the vacancy. The elected member will serve until the next annual spring meeting. In the event of a vacancy in the office of the President, the President-Elect shall become President and the Board of Trustees shall elect another President-Elect, whereas both will serve out the remaining term of office.

On committee vacancies, embers shall be appointed by the President, subject to approval by the Board of Trustees. In the event that a committee member fails to carry out the responsibilities of the Committee, the Board of Trustees may select a replacement.

Publications

The Board of Trustees shall have charge of the official bulletin, the VANA Newsletter, to be known as The Copper Kettle.

The Board of Trustees shall designate a Board member as the Editor of The Copper Kettle.

It shall be the duty of the Editor to give extra copies to the Secretary-Treasurer for distribution to new members and to the President-Elect for the VANA Archives.

The Board of Trustees shall send a copy to each VANA member, the president of those New England states that are members of the NEANA, the Chair of the NEANA, AANA Region I Director, and the Executive Director of the AANA.

Publish two issues annually, if possible.

ARTICLE V

COMMITTEES

Section 1

Standing Committees

Government Relations Committee

Nominating Committee

Section 2

Appointments

The President, subject to the approval by the Board of Trustees, shall appoint the Standing Committees, except for the Nominating Committee. Each Committee shall be composed of not less than two members.

Special Committees may be appointed by the President, subject to the approval by the Board of Trustees.

Section 3

Term of Office

Members appointed to the Committees shall serve for two years, or until their successors are appointed.

Section 4

The Chair of the Committees

Shall be responsible to the Board of Trustees.

Shall prepare and present an annual report at the annual spring meeting.

Shall prepare an annual report to the Board of Trustees upon request.

Shall be responsible for fulfilling assigned duties.

Duties

The Chair of the Committee shall be elected from among its own membership.

Committee Members

Shall cooperate with the Committee Chair in fulfilling the assigned duties.

Section 5

Specific Duties of Committees

Government Relations

This Committee shall work with and under the direction of the board of Trustees and the AANA Federal and State Government Affairs Office in matters pertaining to federal and state legislation regarding the practice and education of CRNAs.

Nominating

The nominating Committee shall be composed of three (3) active members, elected at the annual Spring meeting. The Chair shall be elected from among its own membership.

Prior to the annual spring meeting in the even years, the Committee will prepare and present to the President and the President-Elect a ballot with nominations for the following: President, President-Elect, Secretary-Treasurer and one (1) Trustee.

Section 6

Vacancies

In the event of vacancies occurring in Committees, the President, subject to the Board of Trustees approval, shall appoint members to fill such vacancies.

In the event that a member of a Committee fails to carry out the assignment, the Board of Trustees may select a replacement.

ARTICLE VI

MEETINGS, QUORUM, VOTING

Section 1

Meetings

The annual meeting will be held in the spring of each year.

A regular or educational meeting of the VANA may be held in the fall.

Special meetings may be held upon request of the Board of Trustees or upon a written request of a quorum of active members filed with an officer of the VANA.

Section 2

Quorums

Four (4) active members shall constitute a quorum at the annual spring meeting.

Four (4) active members shall constitute a quorum at the other regular meeting.

Four (4) active members shall constitute a quorum at special meetings.

Section 3

Voting

Only active members shall participate in elections or any other voting.

Nominations

Only active members shall be eligible for nomination.

Written or verbal consent of a candidate must be obtained prior to the placement of the name on the ballot.

Additional nominations may be made from the floor at the annual spring meetin before nominations are declared closed.

Method of Voting

All active members are permitted to vote. Any questions regarding membership will be resolved by the Secretary-Treasurer.

Three (3) Tellers, if needed shall be appointed by the President and shall be responsible for election procedures, including voting place, ballot boxes, counting ballots/votes and making an official report to the President, who in turn will report the results to the members. Tellers will also be responsible for counting other votes on any other business transactions.

Matters submitted for vote to the membership shall be determined by the majority unless otherwise specified.

Election may be ballot or where there is only one (1) candidate for an office, election may be carried out by voice or show of hands, if it seems desirable to dispense with a ballot vote.

A vote may be cast for a person not on the ballot by writing in the name if a written or verbal consent of the candidate has been given.

A plurality vote shall elect.

Mailed ballot may be used for the election, if so determined by the Board of Trustees. If the voting is by mail, ballots shall be mailed to the membership three (3) weeks prior to the annual spring meeting and said ballots are to be marked and returned not later than one (1) week prior to the annual spring meeting. The method of conducting the mailed ballot shall be determined by the Board of Trustees. In the event of a tie vote by mailed ballot, the tie may be broken by a written ballot at the annual spring meeting. Names may be written in on a mailed ballot if written or verbal consent from the candidate has been received.

ARTICLE VII

FINANCE

Section 1

AANA Dues

Dues and payment thereof for the VANA shall be as stipulated in the Bylaws of the AANA.

Section 2

NEANA dues

As a member of the NEANA, the VANA shall pay to the NEANA the per capita dues as stipulated in the Rules of the NEANA.

Section 3

FISCAL YEAR

The fiscal year of the VANA shall date from the first of June.

Section 4

VERMONT STATE NURSES ASSOCIATION MEMBERSHIP

The VSNA membership dues will be paid by the VANA for the President or an active member representing the VANA.

ARTICLE VIII

OFFICIAL PUBLICATION

Section 1

Name

The VANA Bulletin/Newsletter is The Copper Kettle.

Section 2

Dates of Issue

The VANA Bulletin/Newsletter shall be issued at least two (2) times each year, when possible.

Section 3

Purpose

The purpose of the VANA publication is to provide updated information to the membership on the VANA, NEANA, and AANA activities, and to stimulate interest and promote participation.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Roberts Rules of Order Revised shall be the authority for the VANA unless otherwise specified in the Bylaws.

ARTICLE X

AMENDMENTS

The Organization will maintain a set of Bylaws. The Bylaws will be evaluated for relevancy at least annually and forwarded to the AANA when amended.

The VANA Bylaws may be amended at the annual VANA Spring meeting by two-thirds (2/3) majority of those members present and voting, provided that notice of the proposed amendments have been appended to the call for the meeting and mailed at least thirty (30) days prior to the date thereof.

STANDING RULE

ORDER OF BUSINESS

Call to Order

Roll Call (Establishment of a Quorum)

Reading of Minutes

Reports from Officers

Reports from the Standing Committees

Reports from the Special Committees Unfinished Business

New Business

Announcements

Program (if any)

Adjournment