

# BY-LAWS



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## **ARTICLE I- NAME OF ORGANIZATION**

- A. The name of the organization shall be the North Carolina Association of Nursing Students Incorporated, herein after referred to as NCANS.
- B. NCANS is a constituent association of the National Student Nurses' Association Incorporated, herein after referred to as NSNA.

## **ARTICLE II- PURPOSE AND FUNCTIONS**

### Section 1. Purpose

- A. The purpose of NCANS is:
  - 1. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
  - 2. To provide programs representative of the fundamental and current professional interest and concerns.
  - 3. To aid in the development of the whole person, their professional role, and their responsibility for the health care of people in all walks of life.
  - 4. To represent nursing to the consumer, institutions, and other organizations.

### Section 2. Function

- B. The function of NCANS shall include the following:
  - 1. To have direct input into the standards of nursing education and influence the educational process.
  - 2. To influence health care, nursing education, and practice through appropriate legislative activities.
  - 3. To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues.
  - 4. To promote and encourage student participation in interdisciplinary activities.
  - 5. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, ethnicity, sex, creed, gender, lifestyle, national origin, age, disability, or economic status.
  - 6. To promote and encourage collaborative relationships with nursing and related health organizations, including the North Carolina Nurses' Association (NCNA) and the North Carolina League for Nursing (NCLN).

## **ARTICLE III- MEMBERS**

### Section 1. Constituent Associations

- A. For yearly recognition as constituent of NCANS, local associations of nursing students shall be required to submit annually to NSNA their constituency.

1. The submitted constituency should include the following areas in conformity with NCANS and NSNA By-Laws:
    - a. Purpose
    - b. Function
    - c. Membership
    - d. Representation
  2. Local associations of nursing students whose constituency has been approved by NSNA, whose membership is composed of active members or associate members, and whose members have paid the dues established by NSNA, shall be recognized as Constituent Associations of NCANS and NSNA.
- B. Boundaries of election areas are clearly defined and recorded by the Board of Directors of this Association. The Board will take into consideration any pertinent information regarding changes of election area boundaries and act accordingly.
- C. A local association of nursing students not complying with requirements of these By-Laws shall be disqualified by two-thirds vote in favor of disqualification by the NCANS Board of Directors, provided due notice has been given.
- D. A local association of nursing students that has been disqualified may be reinstated by a two-thirds vote in favor of reinstatement by the NCANS Board of Directors.
- E. Local associations of nursing students shall be given due notice of actions taken by the Board of Directors.
- F. Local associations of nursing students must be composed of at least ten members or the total school enrollment, if less than ten, to be a constituent.

## Section 2. Categories of Constituent Membership

- A. Active membership shall provide all privileges of membership. The following determines active membership:
1. Students enrolled in state-approved programs leading to a licensure as a Registered Nurse (RN),
  2. Registered Nurses enrolled in programs leading to a Baccalaureate Degree in Nursing, or
  3. Registered Nurses enrolled in a RN-Master of Science in Nursing (MSN) program shall be eligible for the first year of the program to continue to be considered constituents of NCANS.
- B. Associate membership shall provide all the privileges of membership, except the right to hold office as President or Vice President on the state or national level. The following determines associate membership:
1. Pre-nursing students, enrolled in a college or university program designed as preparation for entrance into a program leading to an Associate Degree, Diploma, or Baccalaureate Degree in Nursing, or
  2. Registered Nurses enrolled in a college or university program designed as preparation for entrance into a Baccalaureate Degree in Nursing.
- C. Individual membership shall provide the privilege of attending meetings and the discussion of the Association without voting power.

1. Members of another constituent state association of NSNA on clinical assignment in this state should be granted courtesy membership in this organization, and
2. Individuals shall be eligible for membership in NCANS when membership in a local association of nursing students is not eligible.

### Section 3. Categories for Non-Constituent Membership

- A. Sustaining Membership
  1. Sustaining membership shall be open at the state level to any individual or organization, upon approval by the Board of Directors of NCANS interested in furthering the development and growth of NCANS,
  2. This membership category is not open to those eligible for active or associate membership, and
  3. Sustaining members shall receive literature and other information from the Secretary of NCANS.
- B. Honorary Membership
  1. Honorary membership may be conferred upon persons who have rendered distinguished service of valuable assistance to NCANS,
  2. A two-thirds vote of the House of Delegates shall make the decision with a recommendation of the NCANS Board of Directors, and
  3. Honorary members shall have none of the obligations or privileges of membership.

### Section 4. Extension

- A. Active and associate memberships may be extended six months beyond graduation of a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.
- B. Sustaining membership shall be renewed annually.

### Section 5. Dues

- A. Payment of NSNA and NCANS dues is a prerequisite for membership. The local association determines payment of local dues. The year shall be a period of 12 consecutive months.
- B. NSNA and NCANS dues shall be payable directly to NSNA. NSNA shall remit to each state constituent dues received on behalf of the constituent. Local dues shall not be submitted to NSNA.
- C. The annual dues for sustaining membership to NCANS shall be payable to NCANS. The NCANS Board of Directors shall establish and publish the annual sustaining dues amount for individuals and agencies.

## Section 6. Members

- A. The NCANS Board of Directors is prohibited to the sale or profit from mailing lists of the NCANS members. NCANS shall not accept financial reimbursement or products in exchange for the mailing list.
- B. NCANS is permitted to provide its sister organizations of NSNA and NCNA a mailing list for the use of their recruitment efforts.

## ARTICLE IV- OFFICERS AND DIRECTORS

### Section 1. Officers

Officers of NCANS shall be President, Vice President, Secretary, and Treasurer.

### Section 2. Directors

- A. There shall be eight Directors:
  - 1. One elected as Breakthrough-to-Nursing Director.
  - 2. One elected as Legislative Director
  - 3. One elected as Publications Director, editor of the *Hypodermic*
  - 4. Five, one elected from and attending school, in each of the five election areas of the state (as defined by the Board of Directors).

### Section 3. Eligibility

- A. Members who shall be nursing students until at least one month prior to the NCANS annual meeting/conference, who have the privileges of active membership, and who have held an office position on a state or national level, shall be eligible for the office of President and Vice President.
- B. Members, who at the time of elections at the annual meeting/conference, that have privileges of active membership, shall be eligible for the office of Secretary, Treasurer, or Director.
- C. No member shall hold more than one elected state position at any time.
  - 1. If a position becomes vacant at any point, another member of the board of directors may act in that position until the position is filled.
- D. To ensure fidelity in the discharge of their duties, the President, Vice President, and Treasurer are bonded at the expense of NCANS. (see Policy I: Financial Responsibility)

### Section 4. Term of Office

- A. The term of office shall be for one year from the adjournment of the annual meeting/conference at which the officers and directors are elected to the adjournment to the next annual meeting/conference at which their successors are elected.
- B. The term of office of a Board of Directors member will be terminated if removed from

office according to procedure in Article 7, Section 4, Part A, Subset 6.

## Section 5. Duties of Officers and Directors

- A. The officers shall perform the duties described by the Parliamentary Authority, and more specifically shall include:
1. The President shall:
    - a. Serve as the principal officer of the Association and preside at all meetings of the association and Board of Directors.
    - b. Be responsible for seeing that lines of direction and the actions of the Board are carried into effect and reporting to membership and Board of Directors on the conduct of the Association.
    - c. Represent NCANS in all matters related to the Association and perform all other duties as pertaining to the office.
    - d. Approve expenditures as submitted by the Treasurer and authorized by the Board of Directors,
    - e. Have such other powers and perform such other duties as may be assigned by the Board of Directors,
    - f. Maintain open lines of communication,
    - g. Assist with any projects,
    - h. Function as a resource,
    - i. Submit the official application of constituency to NSNA by the deadline date,
    - j. Be bonded on behalf of NCANS,
    - k. Adhere to all policies and procedures as outlined in the Policy Book.
  2. The Vice President shall:
    - a. Assume the duties of the President in the absence or disability of the President.
    - b. Accede to the office of the President in case of vacancy in the office.
    - c. Be bonded on behalf of NCANS.
    - d. Perform all other duties as assigned by the President.
    - e. Adhere to all policies and procedures as outlined in the Policy Book.
  3. The Secretary shall:
    - a. Review the minutes of all business meetings of the association and the Board of Directors and insure accuracy prior to distribution to the Board of Directors for action.
    - b. Keep all records and conduct the general correspondence of the Association,
    - c. Notify the Secretary-Treasurer of NSNA of the newly elected board members,
    - d. Keep a current listing of old and newly elected board members and send email addresses and phone numbers to all Board of Directors and NSNA,
    - e. Maintain a file of NCANS minutes, send signed copies to NSNA, and ensure completeness of the file at the end of term.
    - f. Email NCANS board minutes to all board members.
    - g. Create necessary agendas

- h. Call roll at meetings
  - i. Be bonded on behalf of NCANS.
  - j. Perform all other duties as assigned by the President.
  - k. Adhere to all policies and procedures as outlined in the Policy Book.
4. The Treasurer shall:
- a. Act as custodian of the organization's funds
  - b. Draft a budget for the general funds to be presented the month before the fiscal year begins.
  - c. Prepare and submit a written financial report of the Treasurer's office at the annual meeting/conference, at each monthly Board of Director meeting, and upon request by any member of the Board of Directors.
  - d. Keep in good order all the essential financial records from the past seven (7) years.
  - e. Be bonded on behalf of NCANS.
  - f. Perform all other duties as assigned by the President, and
  - g. Adhere to all policies and procedures as outlined in the Policy Book.
- B. Directors shall perform such duties as assigned by the President in accordance with the priorities and needs of the Association and also:
1. Breakthrough to Nursing:
    - a. Promote diversity in nursing.
    - b. Serve as a liaison between NSNA, NCANS, and the local school chapters.
    - c. Coordinate activities with the NSNA Breakthrough to Nursing Project,
    - d. Be responsible for developing and promoting a statewide BTN project to be presented to each local chapter.
    - e. Be responsible for keeping the BTN link on the webpage up to date.
    - f. Write news related to BTN for each *Hypodermic*.
    - g. Register with NSNA as a Project-In-Touch recruiter.
    - h. Provide information to the district directors concerning information and opportunities provided by the BTN project to be dispersed to the local associations.
    - i. Perform all other duties as assigned by the President.
    - j. Adhere to all policies and procedures as outlined in the Policy Book.
  2. Legislative Director shall:
    - a. Be the official legislative liaison for NCANS during the term of office
    - b. Be responsible for facilitating dissemination of information pertaining to nursing legislation to constituents such as bills, before and after action is taken, on the state and national level.
    - c. Revise and update By-Laws as needed and present said changes.
    - d. Write legislative alerts and articles for the *Hypodermic*.
    - e. Perform all other duties as assigned by the President.
    - f. Adhere to all policies and procedures as outlined in the Policy Book.
  3. Publication Director shall:
    - a. Be responsible for publication and curriculum of the official quarterly publication of the association subject to the approval of the Board of Directors,



- b. Be responsible to cover all workshops and the annual meeting/conference of this association, for the purpose of including reports of these functions in the official publication of this organization.
  - c. Notify all local associations of nursing students of the time and place of all meetings of the association via website and publications.
  - d. Be responsible for sending state news to the *Imprint* editor of NSNA.
  - e. Maintain a historical archive of all past *Hypodermics*.
  - f. Be responsible for planning and setting the focus of quarterly publications.
  - g. Be responsible for internet exchange between the Board of Directors and the internet provider; update content of the official website of NCANS ([www.ncans.org](http://www.ncans.org)).
  - h. Be responsible for maintaining the NCANS social media accounts
  - i. Perform all other duties as assigned by the President.
  - j. Adhere to all policies and procedures as outlined in the Policy Book.
4. Directors At-Large:
- a. Promote the BTN Project
  - b. Serve as a liaison between NCANS and the local school chapters.
  - c. Coordinate membership recruitment efforts to each district and assist school chapter to become NCANS and NSNA constituents.
  - d. Maintain contact with all Schools of Nursing within district by which ever means is most effective for director and schools throughout term of office.
  - e. Register with NSNA as a Project-In-Touch recruiter,
  - f. Attempt to hold one district meeting a year for all district members and advisors.
  - g. Promote attendance by both members and advisors at NCANS functions.
  - h. Perform all other duties assigned by the President.
  - i. Adhere to all policies and procedures as outlined in the Policy Book.

## Section 6. Vacancies

- A. A vacancy on the Board of Directors, other than the President, shall be filled, if deemed essential, by a two-thirds vote of the Board of Directors.
- B. The candidates for a vacant office must meet the eligibility requirements as outlined in article 3 section 2A.
- C. Any resignation from a position on the Board of Directors shall be in writing and shall be effective immediately upon receipt by the President. If the President is resigning, the President shall provide a written resignation to the Vice President. All resignations shall be made by certified mail to the President or Vice President in respective situations.
- D. If a verbal resignation is tendered without written confirmation as stated in Section 6 Part C above, then the Board of Directors shall consider the removal of the individual by declaring the office vacant by majority vote.

## **ARTICLE V- ELECTIONS**

- A. The members of NCANS shall elect the officers and directors after each Annual meeting. Applications for positions will be accepted up until the final day of the Annual meeting or at the Board of Director’s discretion. The voting period will open for 48 hours after the end of the application period and will take place electronically.
- B. The election shall be by ballot. A majority vote shall elect. A “tie” vote shall be decided first by a revote. In case of a second tie, the position will be determined by a majority vote from the outgoing board of directors.
- C. When a candidate is nominated from the floor they must be present to consent to serve on the NCANS Board.

## ARTICLE VI- MEETINGS

### Section 1. Annual Meeting/Conference

- A. The annual meeting/conference of the association is at such time and place as determined by the Board of Directors. The annual meeting/conference shall be for conducting business that may be properly addressed before the school constituents. Notice of the meeting shall be sent to the President of each local association of nursing students and to other members of the voting body.
- B. All meetings of the Association shall be open unless otherwise stated.

### Section 4. Voting

- A. The privileges of making motions and voting shall be limited to the voting body.
- B. A voting member shall have but one vote in any election or on any question. This vote must be exercised in person by the delegate or alternate, and in their absence, may not be assigned to, or exercised by, any other delegate or individual by means of proxy or other written or oral assignment.

### Section 5. Quorum

A quorum at NCANS shall consist of President, Vice- President, at least three voting members of the Board of Directors, and at least one representative from each of the one-third of the local associations registered for the convention.

### Section 6. Special Meetings

- A. A special meeting may be called by the President, and/or the Board of Directors, or upon written request of one-third or more of the local associations. An attempt shall be made to send all NCANS members a notice of time, place, and purpose of the meeting at least five days prior to the meeting.
- B. The quorum shall consist of 2/3 of the voting members of the NCANS Board of Directors, and at least one representative from each of the one-third of the local associations.

- C. In the interval between meetings of the Board of Directors, the President of the Association may refer and submit, by email or phone, to the members of the Board of Directors, definite questions relating to affairs of the Association, which in the opinion of the President, requires immediate action on the part of the Board of Directors. The result of such referendum, which requires the majority vote of the Board of Directors, shall control the actions of the Associations and committees, provided such action is consistent with the will of the voting body of the Association and shall be duly verified and recorded in the minutes.
- D. In the event the Board of Directors cannot be reached in its entirety, the Executive Board may conduct business needing immediate attention.

## **ARTICLE VII- BOARD OF DIRECTORS**

### Section 1. Members

The Board of Directors shall consist of the elected officers and directors.

### Section 2. Powers

- A. All powers of the Association are vested in and shall be exercised by the Board of Directors during the interim between the meetings of the Association.
- B. The Board shall not nullify nor modify any action taken by the House of Delegates in the Annual meeting.
- C. The Board is subject to the provisions of these By-Laws.

### Section 3. Legal Responsibility

The Board of Directors shall not be responsible for any contract, claim, or obligation of any kind incurred, or for any position taken by an officer or member of the constituency unless the same was duly authorized in writing by the Board of Directors.

### Section 4. Management

- A. Management of the Board of Directors shall include the following duties:
  - 1. Review and approve the terms of official relationships established with other organization singly or in coalition,
  - 2. Approve any commitment in the form of action, statement of policy or position, or financial obligation involved in NCANS relationship with other organizations (Any financial decisions shall require the vote of two-thirds majority of the quorum to pass.),
  - 3. Approve the budget and provide the annual review of accounts at the close of the fiscal year (The review shall be conducted by a certified public accountant.),
  - 4. Have the power by three-fourths vote to declare vacant or veto appointments made by the President,

5. In the case of an emergency, votes by referendum, email, Zoom, or by conference call may be taken by the Board of Directors, provided the content of is conveyed in the same words to each member, and
6. If a member of the Board of Directors fails to fulfill his or her responsibilities as defined in the By-Laws, Policies, and Board of Directors Code of Conduct of NCANS, the Board of Directors shall have the option and power of removing that board member from their office. Just cause for the removal must be found and stated formally in writing via certified mail or email to the board member by the Board of Directors within five business days of removal of the board member. The action will require a three-fourths vote of the Board of Directors not counting the vote of the board member in question. (See Process of Removal from NCANS Office.)
  - a. An appeal to this decision must be submitted, in writing, to the NCANS Board of Directors via the NCANS President or Vice President if in the case of the President appealing, within two weeks of the notification to the removed board member,
  - b. The Board will determine by majority vote a proper arrangement for fulfilling the duties of the open office until all appeals are complete,
  - c. The NCNA, NCLN, Executive, and Special Consultants that currently hold those Board positions, whether all positions are filled or not, will be the investigative body for the appeal and will have two weeks to formulate a recommendation in writing to the Board of Directors. All individuals involved and with pertinent information will be interviewed by Consultants on an individual basis, in person or via conference call, to obtain all sides and opinions in the matter in order to determine if the dismissal of the individual was proper and warranted according to the By-Laws, Policies, and Board of Directors Code of Conduct. The Consultants will then make a recommendation in writing to the Board of Directors based on their investigation. This recommendation may be to reinstate, place on probation, or confirm the dismissal of the individual in question. If a probationary period is recommended, the Consultants will also make a recommendation referencng duration and provisions of said probation,
  - d. The recommendation of the Consultants will be considered by the Board of Directors via conference call, Zoom, or Board meeting within two weeks of receipt of recommendation from the Consultants. The appealing member shall be reinstated, reinstated under probationary status with provisions, or remain as a dismissed officer from the position by a three-fourths vote of the Board,

- e. If the member is reinstated under probationary status, the terms and conditions of that status must be met in their entirety in order for the officer to remain on the Board of Directors. If the requirements are not met by the end of the probationary period, then the officer must first be offered the opportunity to resign from their office. If resignation is not tendered, the Board of Directors can dismiss the individual with a three-fourths vote not counting the board member in question. No appeal can be made at this time, and
- f. If resignation is tendered or if the Board of Directors dismisses the board member, the open board position will be filled according to Article IV, Section 6.

## Section 5. Meetings

- A. Regular meetings of the Board of Directors shall be held immediately before and after the annual meeting/conference, and at such other times as deemed necessary by a majority vote of the Board.
- B. These meetings are mandatory.
- C. The President shall, at the beginning of the term of office, develop a scheduled meeting itinerary for the term year. Dates, times, and/or meeting places are tentative, subject to change by a majority vote of the Board of Directors, and must abide with the NCANS Policies.
- D. Any board member who has two unexcused absences is subject to removal from office or placement in probationary status at the Board's discretion. An absence from a board meeting will be excused if that individual reaches out to the President, Vice President, or NCNA Faculty Consultant prior to the start of the meeting. As a courtesy, we ask that any absent board member reach out within 24 hours if at all possible.
  - 1. If placed on probation, the board member will receive a formal notification from the Board of Directors written by the President and a two-month probationary period. If the President is being placed on probation, the Vice President would write and send the formal notification.
  - 2. Probationary status requires submission of a monthly report to the President, or in the case of the President submitting a report, to the Vice President, to be distributed to the Board documenting fulfillment of duties in accordance with office description.
  - 3. The Board will vote at the end of the two-month period if the board member will be retained.
  - 4. A board member may request a leave of absence in the event of illness requiring hospitalization or by submitting a letter or email accompanied by a physician's note requiring bed rest. A leave of absence will not be considered in the total number of absences.
- E. The quorum shall be two-thirds of the voting members of the board, as well as the President or Vice President.

## Section 6. Executive Committee

- A. There shall be an executive committee of the Board of Directors composed of the President, Vice President, Secretary, Treasurer, BTN Director, Legislative Director, Publications Director, and Directors-At-Large.
- B. This committee shall have the power to transact business only if in an emergency which cannot wait until the next scheduled meeting of the Board of Directors.
- C. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Board of Directors.

## **ARTICLE VIII- CONSULTANTS**

### Section 1. NCNA and NCLN Consultants

- A. There shall be at least one and no more than two consultants appointed by each NCNA and NCLN.
- B. Consultants have a right to:
  1. Be heard by the Board when offering information, advice, or an historical perspective.
  2. Function as an advisor and not be utilized as support staff, performing duties that can and should be performed by members of the board or association employees.
  3. Be evaluated annually by the Board.
  4. Review all financial documents.
  5. Be provided with necessary resources and information in order to adequately perform their role.
  6. Regularly communicate with the NSNA consultants and/or staff to seek clarification and support in their role as consultant.
  7. Attend all board and other meetings of the association such as state and national conventions whenever possible.
  8. Their own accommodations and not share a room with other student members.
  9. Be informed of all communication that takes place between the state and national association.
- C. Consultants have a responsibility to:
  1. Acknowledge and respect the student led governance structure of the organization.
  2. Facilitate discussions leading to decision making by the Board while refraining from directing the outcomes.
  3. To maintain continuity where student leadership is short-term and changes composition year to year.
  4. Act as a professional role model and mentor.
  5. Attend all board and other meetings of the association such as state and national conventions whenever possible.

6. Refer to members of the Board by their title and not as “students” or “kids” or any other term that diminishes the importance of their role.
7. Provide guidance to the President and other Board members about their leadership roles and responsibilities, for example, how to conduct effective meetings and conflict prevention and resolution.
8. Adhere to ethical principles on all matters including that of confidentiality.
9. Be an NSNA and NCANS sustaining member and be a member of their own professional nursing organization.
10. Ensure that Board members understand and advise them to follow all national and state bylaws and policies.
11. Keep the Board informed of all communications with the national office.
12. Shall adhere to the Policy Book.
13. Shall perform all other duties assigned by the President.

## Section 2. Executive Consultant

- A. There shall be at least one, but no more than two executive consultants elected by the Board of Directors.
- B. They shall be active members of the NCANS Board of Directors during the previous year and at the time of election.
- C. The consultant shall be responsible for the following:
  1. Providing an interchange of information between the NCANS Board of Directors, NCNA, NCLN, and school advisors.
  2. Serve as a resource person(s) consulting with the Board of Directors and members, using previous experience with the Board of Directors as a guide.
  3. Provide information for continuity within the student organization, using previous experience with the Board of Directors as a guide.
  4. Shall adhere to the Policy Book.
  5. Shall perform all other duties assigned by the President.

## Section 3. Special Consultants

- A. There can be a special consultant appointed by the President.
- B. This individual shall have knowledge and experience in NCANS and shall comply in accordance with Article III, Section 3A.
- C. The special consultant shall be responsible for the following:
  1. Serve as a resource person to the President and the Board of Directors, using knowledge of, and experience with NCANS as a guide,
  2. Shall assist with contacting ANS advisors as indicated, to promote professional involvement in NCANS,
  3. Shall adhere to the Policy Book, and
  4. Shall perform all other duties assigned by the President.

## Section 4. Special Interest Group Consultants

- A. Any other consultant of special interest groups pertaining to nursing, which may be beneficial to NCANS, may be appointed by the President with approval of a majority vote by the Board of Directors.
- B. There may be only one consultant from each special interest group.

**Section 5. School Advisors**

Any person appointed to the position of school advisor, upon approval of that local chapter’s executive board, must be in contact with the NCANS executive consultant in order to maintain relations with the NCANS Board of Directors.

**ARTICLE IX- COMMITTEES**

- A. The Board of Directors, at its discretion, shall establish committees deemed necessary to carry on the work of the Association.
- B. The functions, terms, and membership of the committee shall be determined by the Board of Directors.
- C. A quorum for committee meetings shall be majority of the members.

**ARTICLE X- OFFICIAL PUBLICATION**

- A. The *Hypodermic* and the Instagram social media page shall be the official publication of this Association.
- B. The publication shall be distributed as one of the benefits of membership.

**ARTICLE XI- PARLIMENTARY AUTHORITY**

All NCANS meetings shall be conducted according to parliamentary rules set forth in Robert’s Rules of Order-Newly Revised, where rules apply and are not in conflict with these By-Laws.

**ARTICLE XII- AMENDMENTS**

**Section 1. Voting**

These By-Laws may be amended at the annual /conference of this association by a two-thirds vote of the Board of Directors and active members present and voting.

**Section 2. Amendment Proposal**

- A. Proposed amendments shall be submitted in writing, carrying the proponent’s signatures to the Board of Directors for review at least one Board of Directors meeting prior to the vote.



- B. Only the Board of Directors, an NCANS committee, or local nursing students' association may submit proposed amendments.
- C. The By-Laws may be amended without previous notice at the annual meeting/conference by a 90% vote of those present and voting, provided previous notice shall be given at an earlier meeting of the same session, and provided that the proposed amendment shall have been presented to the presiding officer before the meeting where previous notice was given.

### Section 3. Amendment Incorporation

- A. Amendments of the By-Laws of NSNA and NCANS adopted at the annual meeting/conference, which directly relate to the business of the local associations in the area of conformity, shall automatically and immediately effect the necessary amendments to the By-Laws of local associations and shall promptly be incorporated into their By-Laws.
- B. An amendment to the By-Laws shall become effective immediately upon approval of the annual meeting/conference, unless the amendment specifies a time it will be placed into effect.

## **ARTICLE XIII- DISSOLUTION**

In the event that NCANS should ever be dissolved, any excess funds, after all obligations are met, will be given to NSNA.

ORGANIZED 1958  
INCORPORATED 1988  
AMENDED October 2008  
AMENDED October 2009  
AMENDED JANUARY 21, 2018  
AMENDED JANUARY 31, 2023