

NYSPANA Administrative Guidelines - Bylaws

New York State PeriAnesthesia Nurses Association



NYSPANA

Reviewed and Revised 10/21/2016

Mission Statement

The New York State Perianesthesia Nurses Association advances nursing practice
through education, research and standards

Bylaws of NYSPANA

Article I – Section 1.1 – Name

The name of this professional organization is the New York State Perianesthesia Nurses Association, hereinafter referred to as NYSPANA. This is a duly chartered component organization of the American Society of Perianesthesia Nurses (ASPAN).

Article II – Section 2.1 - Mission

The New York State Perianesthesia Nurses Association advances nursing practice through education, research, and standards

Purpose and objectives of the Association are as follows:

- To foster networking among perianesthesia nurses throughout providing education to maintain excellence and quality in perianesthesia patient care
- To emphasize and promote understanding of perianesthesia nursing
- To publish a newsletter promoting the exchange of information
- To facilitate understanding and implementation of ASPAN standards
- To encourage perianesthesia nurse certification
- To develop and provide educational materials
- To foster relationships with other professional affiliates
- To act as liaison with local districts
- To maintain website for exchange of information

Local Districts will:

- a. Consist of five or more ASPAN members
- b. Affiliate with NYSPANA and ASPAN according to ASPAN requirements
- c. Develop district bylaws that are in compliance with NYSPANA
- d. Submit bylaws and amendments to NYSPANA Secretary for approval by the Board of Directors (BOD) every three years. To be reviewed and approved at the first meeting of the year
- e. Submit application to the NYSPANA BOD for district establishment. Notwithstanding any other provision of these Articles, these purposes are limited to those described in Section 501 (c) (3) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Code

Article III - Membership

3.1 Qualifications:

Every registered professional or licensed practical nurse, subscribing to the purpose of the Association, agreeing to abide by the bylaws, and who meets the requirement of ASPAN shall be eligible for membership.

Section 3.2 Classes:

3.2.1 Full members shall be nurses that are presently employed in the care of the perianesthesia patient, or in perianesthesia management, education, or research.

3.2.2 Registered nurses are eligible to hold office, vote, and serve on elected or appointed committees.

3.2.3 Licensed Practical Nurses are eligible to vote and serve on appointed committees.

3.2.4 Associate membership may include any duly licensed health care professional who has an interest in perianesthesia patient care. These members have all the rights and privileges of full members except that of holding elected office, voting and chairing committees. Associate membership may be granted to others by special application to the BOD.

3.2.5 Honorary membership may be conferred by the BOD. Such honoring titles carry with them the right to attend meetings and to speak but not to propose motions, vote, or preside.

3.2.6 Any person desiring membership in NYSPANA will be directed to complete a membership application on the approved form, to the ASPAN national office. A single membership card will be issued from ASPAN, indicating the member's chosen component (New York). Thus, one application ensures membership at the national, state, and local level.

3.2.7 ASPAN will remit to NYSPANA a specified fee for each paid member of NYSPANA on a regular basis.

3.2.8 NYSPANA will remit to the local districts a specified annual reimbursement for each NYSPANA member within their district. For those districts not yet officially organized, their reimbursement will be maintained for the General Fund. At the end of each fiscal year, the unclaimed funds will be allocated to the NYSPANA educational fund.

3.2.9 All members of ASPAN, except for Honorary Members, shall be assessed dues, which are determined by the ASPAN BOD and ratified by the ASPAN Representative Assembly. Members are delinquent if their dues are not received by ASPAN within 60 days of the date upon which the dues are payable.

3.3.10 Members who do not adhere to ASPAN bylaws and policies may have their membership terminated by the BOD after following the due process as outlined in Robert's Rules of Order.

Article IV – Meeting of Members

Section 4.1 General Meetings. A general meeting is to be held each fall during the educational conference held by NYSPANA and prior to ASPAN national conference. The BOD determines the location.

Section 4.2 Special Meetings shall be called at the discretion of the President, or when requested by a majority vote of the BOD, or a written request of 10 members of NYSPANA, providing 30 days' notice has been given.

Article V – Officers

Section 5.1 Officers. The Officers of NYSPANA shall be President, Vice President/President Elect, Immediate Past President, Secretary, and Treasurer. The President and the Vice President/President Elect of NYSPANA will serve as the two ASPAN Representatives.

Section 5.2 Elections. The Office of Treasurer will be elected in the odd years. The office of Vice President/ President Elect shall be elected yearly with a total commitment of three years, acting as Vice President/President Elect, President and Immediate Past President for one year in each position. The roles have full voting rights. The Secretary and nominating chair will be elected in the even years. No other officers, with the exception of the Treasurer, shall serve more than two consecutive terms in the same office.

Section 5.3 Balloting shall be done by membership on an annual basis. Officers shall be elected by a majority of the returned ballots. Transferring of office to the newly elected office will take place at the fall meeting in the year elected.

Section 5.4 In the event a vacancy occurs in any office, an interim officer selected by the Executive Committee shall fill such office.

Section 5.5 Powers. The BOD shall be the governing body of NYSPANA. It will consist of President, Vice President/ President Elect, Secretary, Treasurer, Immediate Past President Web Coordinator, Government Affairs Representative, Nominating Committee Chair, Research Chair and each District President.

Their duties are as follows:

- Transact the general business of NYSPANA
- Establish major administrative policies governing the affairs of NYSPANA and devise measures for its growth and development

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- Report to the NYSPANA membership at each regular meeting the business transacted in the interim between meetings
- Provide for such work of the offices and committees as may be deemed appropriate
- Provide for the proper care of the materials, equipment, and funds of NYSPANA and for the auditing of all books of accounts upon request of the BOD
- Adopt an annual budget and authorize payment of legitimate expenses
- NYSPANA bylaws shall be reviewed and revised annually at the first board meeting of the year

Section 5.6 Executive Committee. There shall be an Executive Committee of the BOD composed of the President, Vice President/ President Elect, Immediate Past President, Secretary, and Treasurer. This committee shall have all the powers of the BOD to transact business of an emergency nature between meetings of the Board.

Section 5.7 GAC Chair and Research Chair. Members appointed to strategic work team (SWT) will be voting members, except the Newsletter Editor.

Section 5.8 Compensation. Board members serve in a voluntary capacity, but may receive position-related compensation/reimbursement for expenses as set forth in Policy and Procedure.

Section 5.9 Removal. Any official of the Board, may be removed by the BOD upon a two thirds affirmative vote for such removal. The official may request an opportunity to have a hearing providing for due process.

Article VI – Strategic Work Teams

Section 6.1 The Strategic Work Teams (SWT) of NYSPANA are Nominating, Bylaws, Membership, Financial, Education, Research and Government Affairs. The purpose and duties of each of these will be listed in the NYSPANA Policy and Procedures Guidelines.

Section 6.2 Nominating Chair. The Nominating Chair shall serve a two-year term. The Nominating Chair shall prepare a ballot consisting of nominees for each office (with a maximum of three nominees per office). In preparing the ballot the Nominating Chair shall:

- Use the names submitted by the members of NYSPANA
- Verify current membership of nominees
- Nominate those members who, in its judgment, are especially qualified to discharge the responsibilities of the office to which they are nominated
- Give consideration to representing various geographical areas of the state on the ballot
- Obtain nominee's consent and a willingness-to-participate form to be kept on file in the NYSPANA office

- Publish the election in the newsletter and communicate to members. The Nominating Chair will e-mail results to each individual on the ballot. The results will be announced in the following issue of Up to Par.

Section 6.3 Membership Strategic Work Team. The strategic work team on Membership, chaired by the Vice President/ President Elect and the Membership SWT plans and makes recommendations to the BOD concerning membership. All new members will receive a personalized welcome letter by a mailing or email from the chair of the membership SWT.

Section 6.4 Financial Strategic Work Team. The strategic work team on Finance shall be chaired by the Treasurer and may include one member of the BOD, appointed by the Executive Committee, and one member at large.

The strategic work team shall:

- Review the financial status of NYSPANA
- Act as advisor for financial policies
- Prepare an annual budget for approval by the BOD

Section 6.5 Education Strategic Work Team. The strategic work team on Education will consist of the Immediate Past president, and at least two members at large, one of whom is a bachelor prepared nurse and member.

The strategic work team shall:

- Assist local districts and conference planners
- Promote education
- Provide educational opportunities

Section 6.6 Governmental Affairs Chair. The Governmental Affairs Chair will be appointed by the BOD, serve as government affairs representative to ASPAN, and shall be a voting member.

Section 6.7 Research Strategic Work Team. The Research Chair will be appointed by the BOD, serve as the research planner and coordinator for NYSPANA, and shall be a voting member.

Section 6.8 Special Strategic Work Teams. Special SWT may be appointed by the President and/or at the request of the BOD, on an ad hoc basis. These cease to exist when the purpose for which they were created is resolved.

Article VII – Earnings

No part of the net earnings of NYSPANA shall benefit, or be distributable to its members, officers, or other private persons, except that NYSPANA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in *Article Two thereof*.

Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on:

- By an association exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any further United States Internal Revenue Law) or
- By an association contribution to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law)

Article VIII – Management

Section 8.1 Official Headquarters. The BOD shall maintain an office with the address of the presiding president

Section 8.2 Fiscal Year. The fiscal year shall be from January 1- December 31

Section 8.3 Expenditures. All expenditures shall be in accord with procedures. The Treasurer shall submit a written report to the members annually and in Up to Par.

Section 8.4 Records. Secretary has the responsibility to maintain all records of NYSPANA, except financial records

Section 8.5 Parliamentary Procedures. Robert's Rules of Order Newly Revised shall govern the proceedings of all meetings of this Association

Article IX – Amendments

Section 9.1 Bylaws may be altered, amended, repealed or new bylaws may be adopted, by a two thirds vote of the BOD, provided that written notice of the intention to alter, amend or repeal the bylaws or to adopt new bylaws shall be sent to each member of the BOD at least ten days prior to the date of presentation for action.

Section 9.2 Emergency Procedure for Robert's Rule of Order Newly Revised will be followed if it is necessary for NYSPANA to take action to amend, repeal, or alter these bylaws. These rules meet an emergency situation which threatens to impair the ability of NYSPANA to carry out, perform, or accomplish any of its purposes or objectives.