

Kansas Association of Nurse Anesthetists Bylaws 1997

**ARTICLE I**

NAME

This organization shall be known as the Kansas Association of Nurse Anesthetists, Incorporated (KANA), hereinafter referred to as the ASSOCIATION.

**ARTICLE II**

PURPOSE

Members of the ASSOCIATION are dedicated to the precept that they are committed to the advancement of educational standards and practices, which will advance the art and science of anesthesiology and thereby, support and enhance quality patient care. The ASSOCIATION will 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.

**ARTICLE III**

SECTION 1 - Membership

Membership in the ASSOCIATION and procedures with respect to admission to membership, maintenance of membership, classes of membership, qualifications thereof, and the exercise of privileges thereof shall be such as are stipulated in the Bylaws of the AANA and relating to the State of Kansas.

SECTION 2 - Privileges of Membership

An Active member has the privilege of voting, of holding office, of serving on committees, and of having an AANA membership card designating Active membership of the appropriate category. Only Active/Certified or Active/Recertified members may serve as directors or officers of the ASSOCIATION.

SECTION 3 - Ethics and Discipline

By 2/3 vote, the KANA Board of Directors (BOARD) may censure, suspend, expel, or otherwise discipline any member of the ASSOCIATION for violation of the ethical standards, unprofessional conduct, or violation of the Bylaws, standards, rules, or principles of the ASSOCIATION.

Before action is taken by the BOARD against a member, written notice shall be sent by registered or certified mail to such member not less than thirty (30) days prior to the meeting, informing the member that he/she may appear in person before the

BOARD. Depending on the outcome, the President may be asked by the BOARD to notify the AANA to investigate such complaints and charges and consider notification of the Council on Certification and/or the Council on Recertification.

#### **ARTICLE IV RECOGNITIONS**

##### SECTION 1 - Honors

Honors may be given to members upon the recommendation of the BOARD and with a majority vote of the eligible members at the annual meeting by presentation of awards or other honors without conferring honorary membership.

##### SECTION 2 - Honorary Membership

State honorary membership may be conferred on a member by the voting body upon recommendation of the BOARD. Honorary status implies that the member's dues are waived. Payment of the AANA's shares of dues for state honorary members must be made annually by the state treasurer.

#### **ARTICLE V GOVERNMENT**

##### SECTION 1 - Officers

- A. The officers of the ASSOCIATION shall be the President, President-Elect, Vice-President, Secretary, and Treasurer.
- B. Term of Office:
  - 1. The regular term of office shall begin immediately following the annual meeting of the ASSOCIATION.
  - 2. The President-Elect and the Vice-President shall be elected at the annual meeting for a term of one (1) year. The Vice-President shall be eligible for re-election for one additional consecutive term.
  - 3. The Secretary shall be elected at the annual meeting for a term of one (1) year and shall not serve for more than three (3) consecutive terms.
  - 4. The Treasurer shall be elected at the annual meeting for a term of two (2) years with an optional elected third (3) year and shall not serve for more than three (3) consecutive years.
- C. Eligibility For Office:
  - 1. No member shall be eligible for the office of President, President-Elect, or Vice-President who has not served on the BOARD for at least two (2) years.
  - 2. No officer or member of the Board of Directors of the AANA may hold office in the ASSOCIATION. In the event that an officer or member of the BOARD accepts an office in the AANA, office in the ASSOCIATION automatically expires.
- D. Duties of Officers:

1. The President shall:
  - a. Preside at meetings of the ASSOCIATION and of the BOARD.
  - b. Appoint standing committees and special committees subject to the approval of the BOARD. Exception: The Nominating committee is an entirely elected committee.
  - c. Be a member ex-officio of all committees, except the nominating committee.
  - d. Prepare and read at each annual meeting of the ASSOCIATION, a report of the work of the year.
  - e. Approve bills before payment is made by the Treasurer.
  - f. When feasible, represent the ASSOCIATION at meetings.
  - g. Appoint tellers and registrars prior to voting.
  - h. Keep the President-Elect and Vice-President informed of ASSOCIATION affairs.
  - i. Notify members of the ASSOCIATION of regularly scheduled open BOARD meetings.
  - j. Notify officers and directors of their election and members of their committee appointments.
  - k. Notify members of ASSOCIATION meetings.
  - l. Send to the Executive Director of the AANA, names, and addresses of the Officers, Directors, committee appointments and reports of meetings and other activities.
  - m. Send copies of important correspondence and information regarding matters of general business of the ASSOCIATION to the BOARD.
2. The President-Elect shall:
  - a. Perform the duties of the President when the President is unavailable to serve.
  - b. Assume the duties of the President if the office of President should become vacant.
3. The Vice-President shall:
  - a. Perform the duties of the President when neither the President nor the President-Elect is available to serve.
  - b. Be responsible for the preparation of an annual history of the ASSOCIATION.
  - c. Be responsible for important records of the ASSOCIATION.
  - d. Act as Parliamentarian during ASSOCIATION business meetings and have available a copy of Robert's Rules of Order Newly Revised. In the absence of the Vice-President, the President shall appoint someone to serve in this capacity.
4. The Secretary shall:
  - a. Keep the minutes of meetings of the ASSOCIATION and the BOARD.
  - b. Keep an alphabetical list of members and their addresses.
  - c. Send copies of the ASSOCIATION Bylaws and officer

- and committee lists to the new members.
5. The Treasurer shall:
    - a. Receive moneys of the ASSOCIATION, pay bills, and disburse funds as directed by the BOARD.
    - b. Deposit funds as designated by the BOARD.
    - c. Give a written report at the annual meeting and/or upon request to the BOARD.
    - d. File an income tax return at the end of the fiscal year in conjunction with KANA's Certified Public Accountant.
    - e. Shall be responsible for planning a budget and investigating the expenses to be presented to the BOARD.
  6. Additional Duties:
    - a. Officers shall perform such duties and have powers additional to the foregoing as the BOARD may designate.

## SECTION 2 - Board of Directors

### A. Composition:

1. The BOARD shall be composed of the President, President-Elect, Vice-President, Secretary, Treasurer, four (4) Directors, and a Board Advisor. Whenever possible, the Board Advisor will be the immediate Past-President. If that person is ineligible, another Past-President will be appointed by the BOARD.

### B. Term of Office:

1. Two (2) Directors shall be elected at each annual meeting to serve a term of two (2) years which shall begin immediately following the annual meeting. In the event a member of the BOARD is unable to serve at least one half of the regular term of office, he/she will not be considered to have served in that office.

### C. Meetings:

1. The meetings of the BOARD shall be held prior and subsequent to the regular meetings of the ASSOCIATION.
2. There will also be two (2) open BOARD meetings midway between the regular meetings of the ASSOCIATION with notice of date, place, and time provided to members.
3. Meetings of the BOARD may be called by the President at such times as the business of the ASSOCIATION may require, or upon written request of a quorum of the BOARD filed with an officer of the ASSOCIATION.
4. Two-thirds (2/3) of the BOARD shall constitute a quorum for the transaction of business at any meeting of the BOARD.

### D. Duties:

1. Control and management of funds and property of the ASSOCIATION.
2. Selection of a place for deposit of funds.
3. Provide for auditing of the books before the annual meeting, or at such time as the BOARD may deem advisable. Books must be audited before turning them

- over to a successor.
4. Prescribe the amount of expenses that shall be allowed for speakers at regular meetings and amounts to be allowed toward defraying expenses of representatives to meetings of the AANA or other designated meetings. Meetings of the AANA may include, but not be limited to the Annual Meeting, Assembly of States (2), Assembly of School Faculty and Government Relations Committee (GRC) Workshop.
  5. Conduct business between meetings by mail or other means of communication.
  6. Fill Vacancies.
    - a. Vacancies in the office of Vice-President, Secretary, Treasurer, or Director because of death, resignation, wrongful refusal to act, removal or disqualification or otherwise, may be filled by the BOARD for the unfulfilled portion of the term by a majority vote of the remaining BOARD.
    - b. In the event of a vacancy in the office of President, the President-Elect shall serve as President.
    - c. In the event of vacancies occurring in committees, the President, subject to the approval of the BOARD, shall appoint members to fill such vacancies.
    - d. In the event that a member of a committee fails to carry out the assignment, the BOARD may select a replacement.
  7. Shall approve committee appointments.
- E. Removal From Office:
1. Officers and Directors may be removed by the members at the next business meeting by a simple majority vote of those eligible members present.
  2. If more urgent action is required, the officer or director may be suspended upon two-thirds (2/3) vote of the BOARD.
  3. If a Board member has an unexcused absence of two (2) or greater from the annual six (6) required open Board meetings, the officer or director may be suspended upon two-thirds (2/3) vote of the BOARD.
- F. ASSOCIATION Property:
1. Each officer, director, or committee chairman shall deliver any ASSOCIATION property and records to a successor or to the President within one (1) month after the annual meeting.

## **ARTICLE VI COMMITTEES**

### SECTION 1 - Standing Committees

Shall be: Bylaws/Resolutions, Finance, Government Relations, Practice, Program/Continuing Education, Publications, and Public Relations.

## SECTION 2 - Committee Appointments

- A. The President, subject to the approval of the BOARD, shall appoint the standing committees which will be composed of at least three (3) eligible members. One exception is the Nominating Committee which is elected entirely by the eligible members at the annual business meeting.
- B. Special committees may also be appointed by the President, subject to the approval of the BOARD.

## SECTION 3 - Term of Committee Appointments

- A. Members appointment to committees shall serve for one year or until their successors are appointed.

## SECTION 4 - Duties of Committees

- A. The Chairman of Committees shall:
  - 1. Be responsible to the BOARD.
  - 2. Prepare an annual report and upon request, additional reports as requested by the BOARD.
  - 3. Be responsible for carrying out the duties as assigned.
- B. Members of a Committee shall:
  - 1. Cooperate with the Chairman in carrying out the duties as assigned.
- C. Refer to the Administrative Manual for more detail.

## SECTION 5 - Specific Duties

- A. Bylaws/Resolutions shall:
  - 1. Receive proposed Bylaw/Resolutions and present them to the BOARD and to the members for consideration. These shall be printed in the Kanesthesia at least thirty (30) days prior to the Annual Meeting.
- B. Finance
  - 1. The committee shall be composed of the Treasurer and two active members.
  - 2. Shall prepare both for presentation and approval, the annual budget and shall make recommendations for financing the long range plans of this ASSOCIATION
- C. Government Relations shall:
  - 1. Be under the direction of the BOARD in matters pertaining to pending legislation and matters regarding the administration of anesthesia. The committee shall consist of two (2) sub-committees:
    - a. State-see administrative manual
    - b. Federal-see administrative manual
- D. Practice
  - 1. Shall be composed of four (4) members appointed by the President for a term of two (2) years. Two (2) appointments shall be made each year to allow for staggered terms.
  - 2. The function of the committee shall be as follows:

- a. To serve as a resource of knowledgeable CRNA practitioners for the members.
  - b. To serve as a resource of knowledgeable CRNA practitioners for the Kansas State Board of Nursing (KSBN).
  - c. To act as a primary resource for all CRNA's in Kansas dealing with "reportable incidents" as specified in KSA 65-4923.
- E. Program/Continuing Education
1. This committee shall prepare, subject to approval of the BOARD, a complete program for the biannual meetings of the ASSOCIATION and all logistical support required for such meetings, or other related activities as designated by the President.
  2. This committee shall be composed of a chairman, at least three (3) members at large, and one additional member appointed by the President as State CE Coordinator. The chairman shall be responsible for:
    - a. Obtaining Speakers.
    - b. Securing CE credit from both AANA and KSBN
    - c. Coordinating meeting facility requirements.
    - d. Providing CE Coordinator with documents and records from the committee.
    - e. Compliance with AANA and KSBN providership requirements.
  3. The CE Coordinator shall be responsible for:
    - a. Maintaining CE providership status with KSBN including completion of the annual KSBN report.
    - b. Maintaining a current KSBN provider manual and notify the committee of changes in providership requirements.
    - c. Establishing the advisory committee and complete committee evaluation as required by KSBN.
- F. Public Relations
1. This committee shall be responsible for the promotion of public relations of the ASSOCIATION. This committee shall stimulate good relations between CRNAs and the community of interest by disseminating pertinent information through all available channels.
- G. Publications
1. This committee shall have charge of the official bulletin Kanesthesia.
  2. They shall designate one member as Editor.
  3. It shall be in the duty of the Editor to give extra copies of the bulletin to the Vice-President for the permanent record of the ASSOCIATION.
  4. They shall send a copy of the bulletin to the Executive Director of the AANA and others as directed by the BOARD.

## SECTION 6 - Elected Committees

- A. Nominating
1. Nominating shall:

- a. Be composed of three eligible members elected at the annual meeting. The chairman shall be the member with the greatest number of votes.
- b. The ballot with nominations for the following officers and director. President-Elect, Vice-President, Secretary, Treasurer, and two (2) Directors, shall be submitted and published in the Kanesthesia at least thirty (30) days prior to the election.
- c. Prepare and present a ballot to the BOARD prior to the Annual Meeting.

**ARTICLE VII  
OFFICIAL PUBLICATION**

SECTION 1

The name of the official publication of the ASSOCIATION is Kanesthesia.

SECTION 2

The Kanesthesia bulletin shall be mailed in the spring and thirty (30) days prior to the annual meeting.

SECTION 3

The purpose of this bulletin shall be to keep the members informed of the activities of the ASSOCIATION.

**ARTICLE VIII  
MEETING, VOTING, & QUORUM**

SECTION 1 - Meeting

- A. The annual meeting and election shall be held in the fall, at a place and time approved by the BOARD.
- B. A regular meeting of the ASSOCIATION shall be held in the spring. The place and time shall be approved by the BOARD.
- C. Special meetings may be held upon request of the BOARD or upon request of thirty (30) active members, which will be filed with an officer of the ASSOCIATION.

SECTION 2 - Quorum

- A. Thirty (30) active members shall constitute a quorum at the annual meeting.
- B. Twenty (20) active members shall constitute a quorum at any regular meeting.
- C. Twenty (20) active members shall constitute a quorum at any special meeting.

SECTION 3 - Voting

- A. Only Active/Certified, Active/Recertified, or Active/Nonrecertified members of the ASSOCIATION shall be eligible to participate in elections and other voting activities.
- B. Nominations:
  - 1. Only Active/Certified, Active/Recertified, or Active/Nonrecertified members of the ASSOCIATION shall be eligible for nominations for office.
  - 2. Written consent of a candidate must be obtained before a name may be placed on the ballot.
  - 3. Additional nominations may be made from the floor before nominations are declared closed. Consent must be obtained from each candidate.
- C. Method of Voting:
  - 1. Elections shall be by ballot.
  - 2. A registrar and two (2) assistants shall be appointed by the President and shall certify credentials before issuing ballots to voting members.
  - 3. Three (3) tellers shall be appointed by the President and shall be responsible for the election procedure, ballot boxes, counting ballots, and making an official report to the members. The tellers shall be responsible for counting other votes on any business transacted. The official Ballot results including the vote totals will be filed with the Secretary of the ASSOCIATION.
  - 4. Matters submitted for vote to the eligible member
  - 5. shall be determined by the simple majority of the members present.
  - 5. A vote may be cast for a person not on the ballot by writing in the name of an eligible member.
  - 6. A simple majority vote of those eligible voters present shall elect.

**ARTICLE IX**  
**FINANCE**

SECTION 1 - Dues

Dues and payment thereof for the ASSOCIATION shall be such as are stipulated in the Bylaws of the AANA.

SECTION 2 - Fiscal Year

The fiscal year of the ASSOCIATION shall date from the first of October to the thirtieth of September.

**ARTICLE X**  
**PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall be the authority for the ASSOCIATION.

**ARTICLE XI**  
**AMENDMENTS**

The bylaws may be amended at any annual meeting of the ASSOCIATION by a two-thirds (2/3) majority of those present and eligible to vote, provided notice of the proposed amendment has been appended to the call for the meeting and mailed at least thirty (30) days prior to the date thereof. The proposed amendments must then be approved by the Bylaws Committee of the AANA before they become effective.

**ARTICLE XII**  
**ADMINISTRATIVE MANUAL**

An Administrative Manual listing the duties of KANA Officers, BOARD Members, Committee Members, and Chairmen will be maintained by the BOARD.