Georgia-Carolina Association of Neonatal Nurses

A Regional Chapter of the National Association of Neonatal Nurses

Bylaws 2011

Revised and Amended December 2011

**Article I – Name**

The name of this chapter shall be the Georgia-Carolina Association of Neonatal Nurses (GACAANN), a Regional Chapter of the National Association of Neonatal Nurses (NANN) and is hereby chartered in Augusta, Georgia.

**Article II – Objectives**

The objectives of this chapter shall be to:

1. Promote the highest standards of neonatal nursing practice, education and research.
2. Maintain an organization that will assist neonatal nurses in optimizing professional development.
3. Provide an organization that promotes the general welfare of neonatal nurses.

**Article III – Goals**

The goals of this chapter shall be to:

1. Provide communication networks and facilitate an exchange of information between nurses in the neonatal field.
2. Provide a professional network for all neonatal nurses for peer support, leadership development and professional growth.
3. Maintain a forum of continuing education for its members.
4. Participate in legislative activities that will promote and improve neonatal nursing and healthcare for infants and families.
5. Promote equitable compensation commensurate with the education, training and responsibilities of the neonatal nurse.
6. Facilitate and support advance practice neonatal nurses.
7. Promote the neonatal nursing profession to the local community.

**Article IV – Eligibility for Membership**

**Section I**

Nurses eligible for membership into GACAANN include neonatal nurses living within the states of Georgia and South Carolina.

**Section II**

Nurses practicing neonatal nursing on a temporary basis in the states of Georgia and South Carolina (example, travelling nurses under a temporary assignment) may be Associate members with certain restrictions.

**Article V – Membership**

**Section I**

Membership in this Chapter is a privilege and is contingent upon concurrent membership in NANN.

**Section II**

Numbers shall not limit the membership of this Chapter.

**Section III**

Membership shall consist of current members as set forth by NANN bylaws.

**Section IV**

A person shall be declared a member upon payment of chapter dues and national dues.

**Section V**

Chapter dues shall be $30.00 per year for a regular membership and must be paid by January 1 of each year. Members who have not paid by January 1 shall be dropped from the membership roster.

**Article VI – Associate Membership**

**Section I**

1. Associate members shall be nurses who have a temporary nursing assignment in the states of Georgia or South Carolina and are members of NANN. Theses nurses have shown interest in being identified with this chapter.
2. Associate members shall not be eligible to hold office, chair a committee or vote, nor shall be counted in Chapter membership voting strength.
3. Chapter dues shall be $10.00 per year for an Associate member.

**Article VII – Officers**

**Section I**

Officers in GACAANN shall consist of a President, Immediate Past President, President-elect, Secretary and Treasurer. All officers shall be Registered nurses. Collectively, these officers are referred to as the Executive Committee. The Organizing President shall be an Ex-Officio Member of the GACAANN Executive Committee for the duration of the GACAANN Chapter.

**Section II**

The Officers shall be elected by a majority of votes, cast by written ballot, to serve a term of two (2) calendar years. All officers shall take office on January 1 immediately following their election to office. No officer shall hold the same elected office for more than two (2) consecutive terms (4years). Election of officers shall be held at the last regular meeting of the year in even years.

**Section III**

To be eligible for the office of President, a candidate shall be a member of GACAANN for a minimum of a year and have served on the Executive Committee as President-Elect.

**Section IV**

To be eligible for an office other than President, a candidate shall be a member of GACAANN for a minimum of a year and must have been an active member attending meetings on a consistent basis.

**Section V**

An officer completing a two-year term shall be eligible for election to another office if nominated. Members appointed to fill an unexpired portion of an officer’s term shall be eligible for a full term in that office if nominated and elected.

**Section VI**

Should a vacancy in an office occur during the two-year elected term, the President, with the approval from the Executive Committee, shall appoint a member to serve the remainder of the term in office.

**Section VII**

The Executive Board meetings shall be held twice annually. Meetings shall also be called by the President or at the request of the Board as needed. The President shall arrange meeting times and places.

**Article VIII – Duties of Elected Officers**

The duties of the officers are as follows:

**Section I**

1. The President shall preside over any official meetings of GACAANN. The President shall also coordinate the work of the officers to ensure that the objectives and policies of the chapter and the National Association are maintained and promoted.
2. The President shall appoint Chairman of all committees and shall serve as an Ex-officio member of all committees, except the Nominating Committee. The President shall remove or replace any non-functioning committee chairman or committee member upon approval from the Executive Committee.
3. The President shall report on all work done throughout the year at the final business meeting of the year.
4. The President shall compile and submit the following to the National Association by February 15th annually:
* Annual report including officer list and financial report
* Signed and dated copy of current bylaws
* Updated membership list
* Evidence of chapter activities supportive of NANN’s purpose and goals
1. The President shall appoint special officers and/or committees deemed important to carry out the work of the chapter.
2. The President shall serve on the Executive committee for a period of one year after the term of President has expired to provide consultation as needed for the incoming Executive Board.

**Section II**

1. The President-elect shall assist the President in the discharge of the duties of the Presidency and, in the absence of the President, shall assume all of his/her duties.
2. The President-elect shall process all new membership applications.
3. The President-elect shall succeed the Presidency upon completion of the term as President-elect or upon the vacancy of the office of the President.

**Section III**

1. The Secretary shall record all proceedings of GACAANN, including the Executive Committee, Executive Board and regular business meetings.
2. The Secretary shall read or distribute minutes of the previous meeting for approval and file minutes as approved.
3. The Secretary shall maintain all chapter records including bylaws, financial reports, minutes of Board meetings, business meetings and committee meetings.
4. The Secretary shall distribute notices of all chapter meetings.
5. The Secretary shall maintain current committee and membership rosters.
6. The Secretary shall cosign all checks written by GACAANN.

**Section IV**

1. The Treasurer shall process GACAANN membership dues on a fiscal year January 1 – December 31.
2. The Treasurer shall disperse funds as needed.
3. The Treasurer shall present a statement of financial condition at each general business meeting.
4. The Treasurer shall work with the President-elect to process the proper fees for new applicants.
5. The Treasurer shall cosign all checks written by GACAANN and provide a written statement for the President on a monthly basis.

**Article IX – Executive Committee and Executive Board**

**Section I**

The Executive Committee consists of the Elected Officers who shall have charge of the affairs of GACAANN in the interim between meetings of the Executive Board and the general business meetings. Three members shall constitute a quorum.

**Section II**

The Executive Board shall consist of the elected officers and the Chairmen of the chapter committees. The Executive board shall transact any necessary business of the chapter between general business meetings. Six members shall constitute a quorum.

**Article X – Membership Meetings**

**Section I**

1. The general business meetings of GACAANN shall be held at least two times a year. The President or designee shall arrange meeting time and place.
2. The President, with the agreement of the Executive Committee may change the anticipated meeting format provided the membership is given 30 days notice of the change.

**Section II**

All meetings of the Executive Committee and Executive Board shall be considered confidential. Information shared during said meeting shall remain confidential unless otherwise agreed upon by the Committee or Board. Failure to comply will result in the permanent expulsion from the GACAANN Chapter by the Executive Committee and/or chapter President.

**Section III**

A quorum shall consist of all active members present at the meeting.

**Section IV**

Each active member present shall be entitled to one vote on matters properly brought before the membership.

**Article XI – Standing Committees**

The following are the standing committee for the chapter:

**Section I**

1. The Membership Committee shall promote new membership through membership drives.
2. The Membership Committee will work with the President-elect and Treasurer to process membership applications.

**Section II**

1. The Continuing Education Committee shall plan and develop quality educational activities to meet the needs of the membership.
2. They shall apply for continuing education credits as needed.

**Section III**

1. The Community Service Committee shall plan and implement all community service activities for the chapter.
2. They shall distribute all promotional materials regarding chapter events.

**Section IV**

The President shall appoint special committees deemed important to carry out the work of GACAANN.

**Article XII – Expenditures**

**Section I**

The President may approve expenditures for GACAANN purposes up to $100 per quarter without general membership or Executive Committee approval.

**Section II**

A working budget shall be set up by the Executive Committee and Conference Chair for any Nursing Grand Rounds or Nursing Conferences. Any item which exceeds budgeted expenditures must have the approval of Executive Committee and/or Chapter President.

**Article XIII – Amendments to the Bylaws**

**Section I**

The bylaws shall be reviewed every two years in odd numbered years.

**Section II**

The Bylaws may be amended at the last general business meeting of the year by a favorable vote of two-thirds of the members present.

**Section III**

The chapter is governed by NANN’s bylaws, which take precedence over any chapter bylaws.

**Article XIV – Rules and Parliamentary Authority**

The rules governing GACAANN shall be decided upon by a simple majority of members present at any regular business meeting. The rules in the most current edition of *Robert’s Rules of Order* shall be the parliamentary authority.

**Article XV – Adoption of Bylaws**

Bylaws were originally adopted at a meeting of the Georgia Carolina Association of Neonatal Nurses on the 5th day of June 2006.

They were amended with approval of the membership on the following dates under the following Chapter President Leadership:

2006 Darlene Williams, Chapter President 2006-2009

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2009 Gail Cantrell, Chapter President 2008-2010

2011 Debbie Wall, Chapter President 2010-2012

President: Deborah Wall President-Elect: Barbara Weaver

Treasurer: Jennifer Woodward Secretary: Lisa Robinson