

Bylaws of the North Carolina Association of Perianesthesia Nurses

ARTICLE I NAME

Section 1.1 The name of this organization is the North Carolina Association of Perianesthesia Nurses (NCAPAN), a non-profit organization in the State of North Carolina and a component affiliated with the American Society of Perianesthesia Nurses (ASPAN). Also, doing business as North Carolina Association of Recovery Room Nurses.

ARTICLE II PURPOSE

Section 2.1 The purpose of this organization is to: promote high standards for recognition of perianesthesia care, provide guidance for local districts of perianesthesia nurses **within NCAPAN**, present opportunity for the continuing education of the perianesthesia nurse through diversified educational programs.

ARTICLE III MEMBERSHIP

Section 3.1 General- Membership in NCAPAN is a privilege, contingent upon compliance with the requirements of the ASPAN bylaws, NCAPAN bylaws, and such other requirements as the NCAPAN Board of Directors may establish.

Section 3.2 Classification of Membership- NCAPAN provides the following four classes of members: Active, Retired, Student and International

Section 3.2.1 Active- Members shall be licensed nurses who are presently engaged in the advancement of perianesthesia nursing. Active members are eligible to hold office, vote, and serve on a committee.

Section 3.2.2 Retired- Members shall be in good standing who, immediately prior to retirement or permanent disability, were active members and have been approved by the Board of Directors. Retired members have the right to vote and serve on a committee, may hold office at the board discretion.

Section 3.2.3 Student- Members are individuals pursuing education leading to the eligibility to sit for the registered nurse licensing examination. Student members have the right to attend meetings but cannot propose motions or vote.

Section 3.2.4 International- Members shall be any duly licensed health care professional who have an interest in perianesthesia patient care and reside outside the US and Bermuda. International members may attend meetings but cannot propose motions or vote.

Section 3.3 Application for Membership- Any person desiring membership shall submit a written or online signed membership application to ASPAN selecting NCAPAN component.

Section 3.4 Dues- Each member shall pay annual dues. Membership dues should accompany the ASPAN and NCAPAN membership application.

Section 3.5 Termination of Membership A membership shall be terminated by nonpayment of dues, death of the member, or failure of the member to comply with requirements of these bylaws. Termination action for noncompliance should not be taken until the member is advised of rationale for termination and given opportunity for due process.

ARTICLE IV MEETING OF MEMBERS

Section 4.1 Annual Meeting- The annual meeting is designated at the NCAPAN State Conference. The time and place is recommended by the Board of Directors.

Section 4.2 Board of Directors- The Board of Directors shall meet at least five times during the fiscal year. The times and places will be recommended by the Board of Directors. The presence of 51 % of the elected and appointed Board members will constitute a quorum for all meeting.

ARTICLE V OFFICERS

Section 5.1 The Officers of the Association will be the President, Vice President/President Elect, Secretary, Treasurer, Immediate Past President, Member at Large, Director of Communications, Director of Public Relations, Director of Education, Director of Professional Practice, Primary Nurse Planner, and Director of Governmental Affairs. Their qualifications, elections, duties, and terms of office will be designated in/by Policy and Procedures. Unexpected vacancies will be filled by appointment of the executive board for the remainder of the term of office. Delegates to the ASPAN Representative Assembly will be chosen annually according to Policy and Procedures. An officer of NCAPAN cannot simultaneously hold a position on ASPAN or American Board of Perianesthesia Nursing Certification Board of Directors.

ARTICLE VI BOARD OF DIRECTORS

Section 6.1 The Board of Directors shall be the governing body of NCAPAN. The Board consists of the elected officers, appointed officers, and the chair(s) of each authorized local district. The Executive Committee consists of the President, Vice President/President Elect, Secretary, Treasurer, and Immediate Past President. The executive committee shall convene on matters that are urgent and not routine. The Executive Committee will report its actions for ratification and approval to the Board of Directors at the next Board meeting. The duties and other functions of the Board of Directors will be designated in/by Policy and Procedures.

ARTICLE VII NEW DISTRICT FORMATION

Section 7.1 A local group of perianesthesia nurses may apply to NCAPAN to be accepted as a district. The procedure for applying for a district formation shall be designated in/by Policy and Procedure.

ARTICLE VIII DISSOLUTION OF DISTRICT

Section 8.1 A district may be dissolved upon failure to carry out its mission or failure to conform to the requirements and principles of the association. Funding through state treasury will be available should district be reestablished.

ARTICLE IX COMMITTEES

Section 9.1 Association shall have following standing committees whose duties and functions shall be designated by policy and procedure, Bylaws/Policy and Procedure, Education, and Finance. The President shall appoint ad hoc committees as necessary.

ARTICLE X MANAGEMENT

Section 10.1 Name/Seal- The Association shall have an official seal which is approved by the Board of Directors, but shall, in any event, contain the words “North Carolina Association of Perianesthesia Nurses.” The NCAPAN name and seal may only be used by other organizations that apply for and receive approval of the Board of Directors.

Section 10.2 Fiscal Year- The fiscal year for the association will be January 1- December 31.

Section 10.3 Contracts- The Board of Directors may authorize any officer or offices, agent or agents, to enter into any contract or execute and deliver any such instrument in the name of and on behalf of the association, and such authority may be general or confined to specific instances.

Section 10.4 Loans- No loan shall be contracted on behalf of the association and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 10.5 Tax Status- The association is a corporation exempt from income taxes by the Internal Revenue Code. The books and accounts of the association may be audited by a certified public accountant at the discretion of the Board of Directors.

Section 10.6 Parliamentary Authority- The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the association may adopt.

Section 10.7 Dissolution- The association may be dissolved upon failure to carry out its mission or failure to conform to the requirements and principles of the association. All funds in the treasury will be given to an appropriate education endeavor determined by a majority vote of the Board of Directors.

ARTICLE XI ADMENDMENTS

Section 11.1 These bylaws may be amended or repealed, and new bylaws may be adopted by the affirmative vote of the Board of Directors at any regular or special meeting. A majority of the members of the board of Directors then in office shall constitute a quorum for the validation of the vote.

Reviewed/Revised November 2002 Reviewed/Revised January 2007 Reviewed/Revised March 2010
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